

Transportation damage report

Please send in the event of damage from this form and return it to us. The following points must be answered truthfully. Deliberately false or incomplete information may lead to loss of insurance coverage!

Please note:

- Externally visible damage (eg. dented or torn cardboard) must be immediately complained to the driver or the forwarding-agent with his countersign. The package must be on site in the presence of the driver and opened to determine the damage.
- Report concealed shipping damage (damage until the goods are unpacked are being found) immediately (within 3 calendar days after delivery) to our company.
- For the processing we need basically a photo-detection
(Preferably by e-mail: damagereport@rettberg.biz)

DAMAGED GOODS ARE ALWAYS TO BE STORED IN THE ORIGINAL PACKAGING UNTIL TO THE FINAL CLARIFICATION (Shared by company Rettberg)!

Parcel number / bill of loading: _____

Your Delivery Address: _____

Delivery and item number: _____

Shortage / damage: _____

Contact person: _____

Description of the interior and the exterior packaging. (Please check)

- | | |
|---|--|
| <input type="radio"/> simple cardboard | <input type="radio"/> reinforced cardboard |
| <input type="radio"/> polystyrene chips | <input type="radio"/> corrugated cardboard |
| <input type="radio"/> wood wool | <input type="radio"/> others |

State of the package upon delivery:

- | | |
|---|---------------------------------|
| <input type="radio"/> wet | <input type="radio"/> pierced |
| <input type="radio"/> new tape / repaired | <input type="radio"/> undamaged |
| <input type="radio"/> other: | |

Immediate replacement or repair of the goods required: YES NO

Date

Stamp / signature

Return by fax +49-551-5050350 or mail damagereport@rettberg.biz