

## Claim Form

Thank you for allowing Berger Management Solutions to service your recent relocation. We regret if you found the handling of your shipment to be less than satisfactory. Pursuant to the GSA CHAMP Tender of Service, Section 5-12, the Government of the Property Owner must notify the participant (carrier), in writing, of the concealed loss and/or damage within seventy-five (75) days from the date of delivery.

For your convenience, we have provided this on-line PDF form. You can fill in the blanks and submit it by email or you may print it out and send it to the address below. You also may fax it in to us at 630-705-2436.

Berger Management Solutions  
 1515 West Fullerton | Addison, IL 60101  
 Toll Free 888-499-0560 | 630-705-2417 | Fax 630-705-2436

Carrier Reference Number: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Moved From Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Moved From City: \_\_\_\_\_  
 Moved From State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Moved To Address: \_\_\_\_\_  
 Moved To City: \_\_\_\_\_  
 Moved To State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Is this your mailing address? Yes      No  
 Pick-Up Date: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Secondary Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Inventory Item Number	Description of article	Enter "Missing" or a description of damage	Cost when originally Purchased	When/Where Purchased	Enter "Repair" or Dollar Amount(\$) Claimed
(SAMPLE ROW ONLY - NOT PART OF CURRENT CLAIM)					
303	Broyhill, 7030-81 Artisian Door Dresser	Right side was scratched and the top right hand corner was scratched.	\$495	Date Store Name	\$495

**Click here to proceed to page 2 where you can list additional items, file a Delay Claim or submit your form.**

Inventory Item Number	Description of article	Enter "Missing" or a description of damage	Cost when originally Purchased	When/Where Purchased	Enter "Repair" or Dollar Amount (\$) Claimed

Itemized Delay Expenses	Amount Claimed

General Comments

- Do not dispose of any damaged items because we may wish to inspect them.
- If an item is repairable, simply enter the word "repair" in the last column. If an item is not repairable, please indicate the dollar amount you will accept for the loss or damage.
- Please print out a copy of the completed claim form for your records.
- Click on the submit button when your ready to file claim.

Submitting this form with the button below will give Berger Management Solutions permission to process your claim.