



## Damaged/Lost Baggage Claim Form

### Contact Information

<b>Customer Name</b>	<b>Company Name</b>
<b>Phone Number</b>	<b>Phone Number</b>
<b>Address</b>	<b>Address</b>

### Damaged/Lost Baggage List

Date of Travel	From	To	Name bag checked under
<b>Baggage Description:</b> (be very descriptive as possible, including what was witnessed)			
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Date of Travel	From	To	Name bag checked under
<b>Baggage Description:</b> (be very descriptive as possible, including what was witnessed)			
<b>Customer's signature:</b>			<b>Date:</b>
<b>Employee Name Form was received by:</b>			<b>Date:</b>

**STAFF ONLY PAGE**

**Staff notes (add date for each note):**

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**If baggage was damaged, how was the baggage damaged? (Circle One) Staff / Natural Cause / Other / N/A**

**If other, explain: \_\_\_\_\_**

**Was lost baggage found? Yes / No**

**Is the customer eligible for compensation? Yes / No If yes, how much? \$ \_\_\_\_\_**

**If no, reason: \_\_\_\_\_**

**Compensation paid by: Cash / Check / Credit Card Refund Date: \_\_\_\_\_**

**Customer received payment by: Pick up / Mail / Freight / Credit Card Refund Date: \_\_\_\_\_**

**Employee name that processed the compensation or closed claim: \_\_\_\_\_**