



Worldwide Parcel Services

LOST OR DAMAGED CLAIMS FORM

Please supply the following information in order that we may process your claim in the most efficient manner.
Claims cannot be submitted without all information requested.

Parcel Details

Consignment Number:

WPS Invoice Number:

Invoice Total:

Date Parcel Was Collected:

Date Parcel Was Delivered:

Parcel Weight:

Parcel Description

Content:

Describe Packaging:

Was there visible damage to the packaging?:

Value of Lost/Damaged Items:

*Items Damaged: Some All

*Please provide proof of purchase

Parcel Was

Damaged

Lost

Senders Details

Senders Name:

Senders Phone Number:

Senders Full Address:

Recipients Details

Recipients Name:

Recipients Phone Number:

Recipients Full Address:

Any Other Details

Date: _____

Signed: _____

CLAIM CHECKLIST

Please ensure that you have supplied everything in the list below.
Failure to do so will invalidate your claim.

- Fully completed claims form
- Photographic evidence of damage
- Photographic evidence of packaging
- Copy of consignment note/airway bill
- Cost invoice