



# FedEx Express Claim Form

## Instructions and Frequently Asked Questions (FAQs)

For international shipments read the following FAQs for answers on the claim resolution process.

### Who can file a claim?

The sender, the recipient or a third party can file the claim.

### How do I file a claim?

Follow the three easy steps listed below to file your claim.

#### Step 1: Choose one of the following options:

- Complete and submit a claim form online at <https://www.fedex.com/en-cn/customer-support.html>.
- Call customer service at 800.988.1888 / 400.886.1888
- Complete a claim form and e-mail, fax or mail it (see step 3).

#### Step 2: Gather the following documentation:

- Photocopy of FedEx air waybill or FedEx Ship Manager® printout.
- All documentation related to the proof of value (copy of original invoice from vendor or supplier, copy of retail invoice or receipt, final confirmation screen if online order with proof of payment, itemized repair invoice or statement of non-repair, appraisals, expense statement, or any other applicable documentation).
- Serial number(s) of merchandise, if applicable.
- Inspection report, if applicable.

#### Step 3: E-mail, fax or mail the completed claim form with the supporting documentation to: E-

mail: [tr-cn@corp.ds.fedex.com](mailto:tr-cn@corp.ds.fedex.com)

Fax: 86.20.87320495

FedEx Express

RM 1101-1109 Dongshan Plaza 69

Xian Lie Zhong Rd, Guangzhou

510095 China

### When should I file my claim?

Claims for loss, damage or delay must be reported within 21 calendar days after delivery of the shipment and all supporting documentation filed within 9 months after FedEx accepts the shipment.

Claims for nondelivery or misdelivery must be filed within 9 months after the package was tendered to FedEx for shipment. All claims will be resolved based on the merits of the claims investigation.

**How long will the claim resolution process take?** Most cases will normally be resolved in 5 to 7 business days after we receive your claim form and supporting claim documentation, unless additional time for research is needed.

### What should I do with the merchandise and shipment packaging?

Keep the merchandise and all original packaging, including cartons and contents, until the claim resolution process is finished. It may be necessary to make the packaging available to FedEx for inspection.

### Where can I find specific information about the claim resolution process?

For more detailed information, including time limits for specific claim types, go to [fedex.com/cn](https://www.fedex.com/cn) or refer to the current FedEx Standard Conditions of Carriage.



# Claim Form

For lost or damaged international shipments

## Sender or Shipper's Name / Contact

|         |                   |
|---------|-------------------|
| Company |                   |
| Address |                   |
| City    | State / Province  |
| Country | ZIP / Postal Code |
| Phone   | Fax               |
| E-Mail  |                   |

## Recipient's or Consignee's Name / Contact

|         |                   |
|---------|-------------------|
| Company |                   |
| Address |                   |
| City    | State / Province  |
| Country | ZIP / Postal Code |
| Phone   | Fax               |
| E-Mail  |                   |

## Tracking or Freight Bill Numbers

Multiple tracking numbers for the same sender, recipient, and ship date allowed.

## Shipment Information

- ☐ **Loss**  
☐ **Complete**  
☐ **Partial**

- ☐ **Damaged**  
Please retain all packaging  
and merchandise until your  
claim is resolved.

|           |                 |        |
|-----------|-----------------|--------|
| Ship date | No. of packages | Weight |
|-----------|-----------------|--------|

FedEx control number

(NOTE: Call FedEx Customer Service to obtain a FedEx Express control number.)

| Qty of Packages | Item # | Item Description | Claimed Amount |
|-----------------|--------|------------------|----------------|
|                 |        |                  |                |
|                 |        |                  |                |
|                 |        |                  |                |

Contents of shipment

Describe damage to outer packaging

Describe inner packaging

Describe damage to contents

**Note:** Please indicate  
currency used on all values.

Declared value for carriage  
(The carriage value declared on the shipment  
when tendered to FedEx)

Declared value for customs  
(International shipments only)

Merchandise value  
(Original purchase value and/or cost to repair)

FedEx pack & ship fee

Freight charge

Total claim amount

Customer remarks

## Salvage

If your claim is filed for damage, and mitigation through repair or allowance is not possible, please explain why and provide contact information for salvage pickup. Salvage should be held until investigation of the claim is complete.

Salvage Contact

Phone

Fax

## Claimant Information

☐ accept that the foregoing statement of facts is hereby certified as correct.

Date

Signature (for fax or mail)

Internal Reference No.

Claimant's Name (please print)

Claimant's Address

Phone

City

State / Province

Country

ZIP / Postal Code

E-Mail

Fax

## E-mail, Fax or Mail

Please return the completed form and required Proof of Value documentation (invoice and/or receipt).

**SUBMIT**