Saskatchewan Liquor and Gaming Authority

# Transportation Claim Form

for shipping issues (transit breaks and shorts)

**RSP Number:** _____ **Carrier** _____

**Customer:** _____ **Date Rec'd:** _____

**Date submitted:** _____ **Shipment ID:** _____

**Submitted by:** _____

| Item # | Product Description | Size | Quantity (Units) | Reason Code 1-Transit Break 2-Transit Short | Remarks |
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**Comments** _____

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## Terms and Conditions:

All fields on this form must be completed. Accompanied with the form, the RSP will need to provide:

- A copy of the signed bill of lading;
- A copy of the packing list indicating products ordered;
- A picture of the damaged items

The claim must be submitted to SLGA within 72 hours to claims@slga.gov.sk.ca. Damaged product must be held by the RSP until SLGA directs its disposal.
Products claimed as damaged shall not be sold or consumed.

**Do not return damaged product to SLGA's Distribution Centre**

## SLGA Use Only

**Approved By:** _____ **Notified By :** _____

**Date :** _____ **Date:** _____

***A credit will be issued back to the RSP after the end of each four week period***