

2. After forwarding registered letters, you should contact the Insurance company. In order to settle any claim, the employee will have to obtain the following documents:
 - a) a survey/condition report which was completed prior to shipment of PMV;
 - b) insurance policy certificate;
 - c) bills of lading or other waybills;
 - d) a survey/condition report completed at the time of delivery;
 - e) estimates of costs of repairs; and
 - f) copies of letters of intent to claim forwarded to carrier, local insurance agent and any other responsible third parties, as well as copies of all responses.