

Loss Settlement Sheet

Claim Number		Date of Loss	
Insured Name		Policy Number	
Loss Description			
Contact Person		Contact Number	

Itemized Loss Details

#	Item Description	Qty	Unit Value	Total Value	Remarks
1					
2					
3					

Summary of Settlement

Total Claimed Amount	
Deductible	
Net Payable	

Approval

Prepared by		Date	
Approved by		Date	
Remarks			

Important Notes

- Ensure all claim details are accurate and supported by valid documentation.
- Clearly state the basis of loss calculation for transparency.
- Check deductible and policy terms before finalizing the net payable amount.
- All settlements are subject to approval from the authorized signatory.
- Retain this sheet for reference and audit purposes.