

# Third-Party Logistics Loss Notice

Loss Notice Number:

Date of Notice:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reported By:

## Company Details

Company Name:

Contact Person:

Phone / Email:

## Third-Party Logistics Provider

3PL Company Name:

Contact Person at 3PL:

3PL Reference Number:

## Incident Details

Date of Incident:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Incident:

Location:

Description of Loss / Damage:

Immediate Action Taken:

## Goods Involved

Item Description	Quantity	Unit	Value per Unit	Total Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Estimated Total Loss Value:

\_\_\_\_\_

## Supporting Documents

- Copy of Delivery Receipt / Bill of Lading
- Photographs (if any)
- Incident Report (if any)
- Other relevant documents: \_\_\_\_\_

## Signature of Reporting Party:

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Important Notes

- This document serves as formal notification of loss or damage involving third-party logistics services.
- All details must be filled accurately for timely investigation and claims.
- Attach all relevant documents and evidence to support the claim.
- Notify the 3PL provider promptly as per contractual obligations.
- Keep a copy of this notice and all supporting documents for your records.