



# Claim Procedure



Neas Genias 101  
4150 Limassol, CYPRUS



25716020



Neofytosy@columbiamovers.com



www.columbiamovers.com

## Documents Required

1. Air Waybill or Bill of Lading (we will supply).
2. Invoice / Receipts (upon request).
3. Packing List.
4. A Signed "Delivery Receipt" document that must be completed on Delivery/Unpacking date.
  - The "Delivery Receipt" can only be completed and duly signed by the delivery crew and yourself on delivery date. Therefore, in case you would like to insure your shipment with us, but also, to be eligible for claim in case of damages/missing items, please note that the full unpacking service must be purchased separately.

## Communication

Please forward your claim to  
Columbia Worldwide Movers Ltd  
Email: neofytosy@columbiamovers.com

## Terms and Conditions:

Terms and Conditions apply. for further information please read the attached document "Insurance Declaration".  
Should you need any further information, please do not hesitate to contact me.

## Customer's Signature

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.....  
(full name)

