

ESTIMATE OF REPAIR

Fort Lee Claims Office
(804) 765-1520

The firm providing the estimate of repair may charge you for preparing the estimate. Whether they charge a fee or not they work for you. If the firm is unwilling to complete this form or properly prepare the estimate FIND ANOTHER firm. Reasonable expenses for estimates of repair will be reimbursed. If you fail to get an adequate repair estimate any follow-up expenses to obtain a valid repair estimate will not be reimbursed.

The repair estimate form below and on the reverse, if properly completed, will result in an estimate that can be used in working on your claim. You may reproduce this form as many times as you need to. Use of this form is not required. The information described in the remaining paragraphs is, however, required by DA Pamphlet 27-162 (Claims).

The estimate of repair should be legible. It should include the date the estimate was made, identify by inventory number the items evaluated, and fully identify the individual and firm preparing the estimate of repair. It should be prepared by a firm that has expertise in repairing the items damaged and is willing to stand behind the estimate, completing the repairs indicated to the customer's satisfaction.

It should describe the repairs to be made, and if an item is not repairable, state why not. It should differentiate between shipment damage, identifying its location on the item damaged, and normal wear-and-tear or preexisting damage (PED). A claimant should show a copy of the inventory to the repair firm so its staff can consider the carrier's description of PED when preparing the estimate.

It should state whether the firm will deduct the cost of the estimate from the work to be performed or whether the estimate cost is a separate charge. It should include transportation fees, when appropriate.

Inventory number & Description of item	Description of Preexisting damage (PED)	Description of shipment damage and repairs to be made or explain why the item is not economical to repair. Please be as specific as possible.	Cost to repair or replace	Will repair include PED?

Inventory number & description of item	Description of preexisting damage (PED)	Description of shipment damage and repairs to be made or explanation if item is not economical to repair. Please be as <i>specific</i> as possible.	Cost to repair or replace	Will repair include PED?

Estimate Prepared By: _____ Date Estimate Prepared: _____

Firm Name, Address, and Phone Number: _____

Firm has expertise in repairing the items evaluated on the estimate? Yes / No (circle one)

Charge for estimate? Yes / No If so, amount paid for estimate _____

Estimate fee will / will not be deducted from cost of repairs?