

This guide is to assist you in your decision to file a claim for damages incurred while your equipment was being used on the _____. You should review the situation which led up to the damages as it might related to Clause 10: Loss, Damage or Destruction.

If the damage did not occur due to ordinary wear and tear or negligence of the Contractor or Contractor's agent, you may decide to file a claim for the damage. The following is an outline to help you organize any claim filed so that is may be processed as quickly as possible.

1. A claim is a written demand for a sum, certain adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. See FAR Clause 52.233-1 Disputes.
2. State your agreement number: _____
3. Describe the damage in detail:
4. Provide a detailed description of the events which led up to and caused the damage:
5. Provide name, address, and phone numbers of all witnesses, and witness statements:
6. Give an estimate or the actual costs of repair for the damage:

7. State the reason(s) you feel the Government should make reimbursement for the damage:

8. Provide any other information you have that will support your claim, or will assist us in determining liability for your claim:

9. Submit your claim to the following address:
