



# NORTHERN PACIFIC RAILWAY COMPANY

## OVERCHARGE CLAIM PRESENTATION BLANK

### INSTRUCTIONS

MAKE TWO COPIES: RETAIN DUPLICATE

- 1—(a). Claims for overcharge should, as far as practicable, be presented against delivering carrier, except in cases where billing shows clearly a carrier with which overcharge exists, in such cases claims should be presented direct to carrier which has overcharged.
  - (b). It is difficult for an intermediate carrier to handle line overcharges and such claims should be presented to initial or delivering carrier, if to initial carrier shipping receipt should be attached.
  - (c). Agents will encourage as far as possible, shippers compliance with the above.
  - 2—(a). Separate forms are provided for presentation of overcharge, agent's relief and loss or damage claims, and correct forms must be used in all cases in submitting claims.
  - (b). Claims must not be held after complying with instructions contained herein, but should be forwarded immediately, direct to Auditor Freight Accounts, and not through General Agents.
  - (c). Agents will refer claims to Auditor Freight Accounts, St. Paul.
  - 3—(a). All claims for overcharge must be supported by paid freight bill or bond of indemnity in lieu of same, if possible, shipping receipt or bill of lading should be attached to insure protection of through rate prior to investigation, these documents being absolutely necessary when questions of routing are involved.
  - (b). When freight bills do not give reference to Northern Pacific billing, copy of same should be attached, except when claims are presented through General Agents not located on line.
  - 4—(a). When reductions in rate are claimed reference to tariff for claimed rate must be given, if agent cannot verify claimant should be asked to quote authority.
  - (b). When it is claimed property is improperly classified, agents will verify claimed basis and certify to same meeting requirements of classification.
  - (c). When reductions in weight are claimed, agents must state how weight on which charges were collected was arrived at, and must advise fully as to claimed weight, verifying same by re-weight if possible.
- On carload shipments of Forest Products, original or certified copy of invoice should be attached and full report as to condition of stock at time of forwarding, stating whether wet, dry or medium and length of time cut.
- 5—If acknowledgment by card or voucher is not received within twenty days, inquiry should be made as to receipt of original papers.

CLAIMANT'S NO. \_\_\_\_\_  
 AGENT'S NO. \_\_\_\_\_  
 A. F. A. NO. \_\_\_\_\_

DEAR SIR:

ENCLOSED PAPERS IN CLAIM OF \_\_\_\_\_

ADDRESS \_\_\_\_\_ FOR OVERCHARGE IN \_\_\_\_\_ ON SHIPMENT OF \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_ AMOUNT, \$ \_\_\_\_\_

AUTHORITY \_\_\_\_\_

YOURS TRULY,

\_\_\_\_\_  
AGENT



DEAR SIR:

YOUR CLAIM \_\_\_\_\_ FAVOR OF \_\_\_\_\_

AMOUNT \_\_\_\_\_ IS COVERED BY MY NUMBER \_\_\_\_\_