



N. P. 272
6-24

NORTHERN PACIFIC RAILWAY COMPANY

AGENT'S RELIEF CLAIM PRESENTATION BLANK

THIS SHEET MUST BE ATTACHED TO ALL PAPERS WHEN PRESENTING CLAIM
MAKE TWO COPIES, RETAIN DUPLICATE FOR RECORD

STATION

19

AUDITOR PASSENGER AND STATION ACCOUNTS,

ST. PAUL, MINN.

DEAR SIR:—HEREWITH FIND ALL PAPERS IN CLAIM FOR RELIEF OF THIS STATION, AMOUNT _____

AGENT'S CLAIM NUMBER _____

Nature of claim _____
(SEE NOTE BELOW)

Authority _____

Consignee _____

Commodity _____

From _____

W. B. No. _____ Date _____ 19 _____ Pro. No. _____

Remarks _____

You will find the following papers attached hereto, as per check mark opposite each item in the column reserved for that purpose.

- Original Paid Freight Bill.....
- Statement of Billing.....
- Copy O. S. & D. Report No.....
- Weight Certificate.....
- Original Invoice or Certified Copy.....
- Original Bill Lading.....
- Other papers.....

ATTACHED	NOT ATTACHED

NOTE: Show exact nature of claim, viz: Short freight, damaged freight, worthless freight dumped, overcharge rate, overcharge weight, overcharge account misroute, error in billing, assumed switching, assumed drayage, assumed wharfage, assumed loading, double billing, insufficient prepay or whatever the case may be.

Absence of any of the required papers should be explained.

Yours truly,

.....Agen.

ALL RELIEF CLAIMS MUST BE SENT DIRECT TO AUDITOR PASSENGER AND STATION ACCOUNTS, ST. PAUL. IMPORTANT.—Instructions covering presentation of relief claims are contained on reverse side and must be complied with in all cases.

INSTRUCTIONS

FIRST

Claims must be numbered consecutively during the entire year commencing with No. 1 on the first day of January.

SECOND

All Relief Claims must be made out on this Presentation Blank and forwarded to the Auditor Passenger and Station Accounts and credit claimed on the balance sheet for the outstanding charges in accordance with Rule No. 219, Traffic Accounts, Instructions to Agents and Conductors issued June 1, 1926, and must be supported by the following papers, as the nature of claim demands:

(A) RELIEF OF CHARGES ON SHIPMENTS SHORT OR DAMAGED

Copy of O. S. & D. Report.

Copy of waybill or freight bill, which must show in Consignor's column reference to Connecting Line's billing.

If there are two or more Roads entering destination, agent of this Company "short" should take up with other Lines to ascertain if "over," in accordance with Rule No. 229, Traffic Accounts, Instructions to Agents and Conductors issued June 1, 1926, and result of such investigation to be attached.

(B) OVERCHARGE, RATE, WEIGHT, MISROUTE, ERROR IN BILLING, DUPLICATE BILLING AND INSUFFICIENT PREPAY

Original bill of lading.

Copy of waybill or freight bill, showing in Consignor's column full reference to Connecting Line's billing.

Certificate of weight, showing in detail how claimed weight was obtained.

Tariff authority for claimed rate to be shown on face of Presentation Blank.

Statement showing how amount claimed is arrived at. If duplicate billing, copies of both waybills or freight bills.

If refund made by station draft, original receipt showing to whom paid and reference to draft number covering.

(C) ASSUMED SWITCHING

Switching must be made up on Form 2015, and statement O. K.'d by agent personally, or referred to General Agent for his approval, and tariff authority quoted.

(D) ASSUMED DRAYAGE

Statement of billing.

Reference to Tariff quoted or other reference given showing authority for assuming it.

Weight of shipments drayed to be checked and if correct, so certified to by agent.

Original receipt showing to whom drayage was paid.

(E) ASSUMED WHARFAGE, LIGHTERAGE AND LOADING

Statement of billing.

Memorandum showing by services how amount is arrived at, and tariff authority for assuming it.

Original receipt showing to whom paid.

AUDITOR FREIGHT ACCOUNTS.