

ALL CLAIMS MUST BE MADE IN WRITING WITHIN 4 HOURS OF YOUR ARRIVAL.

Please complete this form in BLOCK letters and send it to us as soon as possible; if tracing of your bag is not successful this form will serve as your notice of claim.

**PACIFIC COASTAL BAGGAGE SERVICES**  
 204-4440 Cowley Crescent  
 Richmond, British Columbia  
 Canada, V7B 1B8  
 Telephone: 604-214-2360  
 Fax: 604-273-2425  
 E-mail: baggage@pacificcoastal.com

**AGENT USE ONLY (IF FORM IS FILLED AT THE FRONT COUNTER)**

<b>CSA NAME</b>	<b>BASE</b>
Form Submitted by C.S.A	Date: (dd/mm/yyyy)
B.S.A received form	Date: (dd/mm/yyyy)

We are truly sorry that your luggage was not available to you after your recent flight with us. Please accept our apologies for this inconvenience and our assurance that we will do everything possible to locate and return your property to you as soon as possible. Successful tracing and resolution of this claim may be expedited upon prompt completion and return of this form for each item that is missing along with the following required information.

Reservation Number:			
Itinerary Flight Number:	Date:	Connection:	
Itinerary Flight Number:	Date:	Destination:	

*Pacific Coastal Airlines reserves the right to deny liability if this form is not received, or postmarked within 48 hours from date of loss, damage and/or pilferage.*

PLEASE TYPE OR PRINT AND MAIL AS SOON AS POSSIBLE

Name Mr. Mrs/ Miss (First Name, Initial, Surname):				
Home Address:				
City:	Postal Code / Zip:	Province:	Country:	
Home Phone #:	Area Code( )	Business Phone / Cell #:	Area Code( )	
E-mail:				

Number of items missing? \_\_\_\_\_ Where did you last see your property? \_\_\_\_\_  
 Where did you check your luggage? Airport Counter? \_\_\_\_\_ Departure Gate \_\_\_\_\_ Other \_\_\_\_\_ (provide details)

Was/were the item(s) checked under another name? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, under what name? \_\_\_\_\_

If the loss was not reported immediately, please describe the circumstances as to why.

Please provide a detailed description of your missing bag:

Manufacturer \_\_\_\_\_ Brand \_\_\_\_\_ Color \_\_\_\_\_ Approx. Dimensions L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_ (in) (cm)  
 Store Purchased from: \_\_\_\_\_ Price \_\_\_\_\_ (Currency \_\_\_\_\_) Date Purchased (dd/mm/yyyy) \_\_\_\_\_

**Please indicate any other special markings on the outside or content inside to help identify the missing baggage.**

Are you intending on submitting a claim for this bag and/or the contents to an insurance company or any other institution?

Yes \_\_\_\_\_ No \_\_\_\_\_, if yes, indicate the name of the insurance company or institution \_\_\_\_\_

Passenger Initials \_\_\_\_\_

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Please complete this table:

LIST OF MISSING PROPERTY INCLUDED INSIDE THE LOST BAGGAGE									
Qty	Article	Color	Gender* (M/F/MC/FC)	Label/Brand	Size	Material	Purchased Where?	Date of Prurchase	Original Cost \$0.00
* M=Male, F=Female, MC=Male Child FC=Female Child									Sub-total:

**Total Claim:**

Estimated current value of lost bag: \$ \_\_\_\_\_ CAD

Estimated current value of missing property: \$ \_\_\_\_\_ CAD

Details of Lost Baggage:

\_\_\_\_\_

\_\_\_\_\_

Please include copies of any receipts that you may have for the missing baggage or contents listed.

Do you have any claims with Pacific Coastal Airlines that has not yet been resolved?      Yes      No

If yes, please advise details \_\_\_\_\_

It is expressly understood and agreed that the furnishing of this proof of lost baggage and property form by Pacific Coastal Airlines, or assistance in making of the proof of loss is not a waiver of any rights or admission of liability by said Company and any other information and other documents required by said Company shall be furnished on request, and considered a part of these proofs. The acceptance of this document shall not be deemed to be a waiver of any defenses of the Company. The Claimant expressly understands and agrees that he/she is required to immediately inform Pacific Coastal Airlines in writing, in the event all or part of the property which is subject matter of this claim is delivered to the Claimant from a source other than Pacific Coastal Airlines, its Agents, or Employees. Losses of luggage or of articles from luggage are customarily reported to the Police. Any misrepresentation on this questionnaire shall be grounds for denial of your claim.

I do hereby warrant that the statements provided and information provided contained herein, including the values placed upon the article(s) enumerate above to be full complete and true.

Passenger name \_\_\_\_\_ Passenger Signature: \_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_\_ City (where claim is filed) \_\_\_\_\_

**Office Use Only:**

**Baggage Services Agent Report and Recommendation:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation approved by: \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_

\_\_\_\_\_ signature