



## **DAMAGE CLAIMS**

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Please contact the CSS Service Desk for assistance at 313.259.7632. Any claims not reported within 24 hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS' office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report has been filed and obtain a copy for your records. CSS will not accept any claims for damage if there is not a report on file.