

The Chesapeake and Ohio Railway Company

D. 159

The Chesapeake and Ohio Railway Company of Indiana

Accounting Department—Overcharge Claim

Account Dept

Richmond, Va. 1/4 1915

C. & O. Claim No. 198755

Claim No. _____

Dear Sir: Please comply fully and promptly with the requests marked () giving any additional information you may have, or can obtain, that would tend to assist in prompt disposition of claim. Reply in full, on separate sheet.

FROM	TO	WAY-BILL		CAR	
		No.	Date	Initials	Number

1. Attach copy of bill of lading.
2. Attach copy of paid freight bill.
3. Attach copy of outbound billing.
4. Attach copy of inbound billing.
5. Attach copy of transfer from connecting line.
6. Attach copy of transfer to connecting line.
7. Advise steamer reference.
8. Attach copy of steamer manifest.
9. State how settled with connecting line.
10. Advise explicitly nature of advanced charges in detail.
11. If you are over invite debit, or state specifically when the amount was reported, and on what form.
12. If short with you attach copy of O. S. & D. report.
13. Advise your check and seal record in and outbound.
14. In what car loaded and to what point carded to break bulk.
15. Was shipment billed short by connecting line and billing accepted in accordance with local, or accounting officers' agreement?
16. Did shipment check short on regular billing and later show up astray? If so, attach copy of billing to cover movement.
17. Was this an error in billing? If not, how do you account for shortages?
18. In what condition was shipment when received from connecting line or shipper?
19. Interview shippers and get exact copy of invoice without prices, ascertaining if consignees have settled the account.
20. Self-addressed stamped envelope enclosed for your reply.
21. Please note additional correspondence attached since claim was in your hands and advise further.
22. Your attention is called to the fact no voucher minimum applies in the settlement of the claim. F. C. A. Rules 146 and 258.
23. Give your complete running record of _____ car _____ from _____ to _____ date _____ 191_____
24. Shipment over at proper destination. Rebill on _____ and let us have copy of your rebilling.
25. Authorize for \$_____ full amount of revenue up to our line account short freight. F. C. A. Rule 146.
26. Authorize for \$_____ revenue assessed by your line account shipment astray, and due on revenue billing attached. F. C. A. Rule 100.
27. Our investigation develops claim should be withdrawn. Return acknowledgment D-146-A for cancellation.

[Large handwritten scribbles and signatures]

O. D. JAMES,
Auditor Freight Traffic
Per _____