

## Steps to file a Claim

## Online

- ☐ Fill out the online form
- Attach required supporting documents.
  - □ Parts: PO, Invoice, Pictures, Report from head service engineer
  - □ Service: PO, Invoice, Pictures, Report from service engineer, Work Order #, Name of Vessel

## In an email

- ☐ Fill out the PDF
- ☐ Gather required supporting documents.
  - Parts: PO, Invoice,Pictures, Report from head service engineer
  - □ Service: PO, Invoice, Pictures, Report from service engineer, Work Order #, Name of Vessel
- ☐ Email form and documents to claims@marinsa.com