

# BAGGAGE INVENTORY FORM.



## IMPORTANT NOTICE.

If your baggage is missing less than 5 days, please contact the local Lost&Found office at the airport where you filed your claim for more information. You can find the phone numbers on [www.brusselsairlines.com](http://www.brusselsairlines.com), under « Practical info ». In case your baggage is missing more than 5 days, please complete this form and return it as soon as possible to [centraltracing@brusselsairlines.com](mailto:centraltracing@brusselsairlines.com). Upon receipt of your completed inventory form, secondary tracing will be started, based on the content of the bag.

If you are missing several bags, please fill in one form for each bag. We cannot accept inventories that are inaccurate or incomplete. The same applies to forms received later than 2 months after the date of issue of the report. Failure to provide these documents within the prescribed time limits can legally be considered as definitive loss and your claim will consequently not be considered. Please note that this declaration does not constitute towards us evidence of the contents of your baggage.

In the unfortunate event that your baggage would, in the end, not be found, we would ask you to submit us invoices, cash receipts, bank and/or credit card statements to support the value of the items mentioned on your inventory.

**Please don't forget to mention the date and put your signature at the end of the document.**

Central Baggage Tracing Department - email: [centraltracing@brusselsairlines.com](mailto:centraltracing@brusselsairlines.com)

File reference: ..... Date of issue: .....

Name: ..... First name: .....

Permanent address: .....

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Email address: ..... Mobile number: .....

Telephone number: ..... Fax number: .....

Complete itinerary

From	To	Airline	Flight	Date

Remarks concerning your trip: .....

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Where and when did you last see your baggage: .....

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Description of the baggage: ..... Value: .....

Material: ..... Weight of the missing bag: .....

Colour: ..... Name on the bag: .....

Brand name: ..... Date of purchase: .....

Was your baggage insured? Yes / No

Name / address of the insurance company: .....

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Please attach the following items here (or attach them in your email)

- The passenger coupon of your airline ticket
- The baggage claim check(s)
- The excess baggage ticket (if applicable)



## Detailed content

Item	Nr.	Description & colour	Price	Date of purchase
ALCOHOLIC BEVERAGES				
ART Drawing, painting, furniture, ...				
AUDIO Amplifier, radio, recorder, CD, records, tapes, telephone, ...				
BOOK Manuals, pamphlets, magazines, ...				
COAT Top-, overcoat, cape, anorak, jacket, shawl, ...				
COMPUTER Computer, laptop, calculator, games, monitor, printer, disk, ...				
COSMETICS				
CURRENCY Cash, wallet, cheques, ...				
DRESS Male, female, child, gown, sari, ...				
ELECTRIC Adapter, razor, copier, travel iron, sewing machine, electric accessories, ...				
FOOD				
FOOTWEAR Boots, shoes, slippers, ...				
GIFT Souvenirs, presents, ...				
HAIR Wig, toupee, curlers, roller, dryer, ...				
HANDBAG Briefcase, portfolio, purse, ...				
HEADWEAR Hat, cap, headgear, helmet, ...				
HOUSEHOLD Carpet, apron, appliances, elec. blanket, kitchen, utensils, china ware, ...				
INFANT Clothing and items (0-3yrs), ...				
JEWELLERY Necklace, rings, broach, ...				
LINEN Bedding, draperies, tablecloth, ...				
MECHANIC Car-, machinery, motor parts, ...				
MEDICAL Orthopedic devices, instruments, dentures, drugs, hearing aid, X-rays, ...				
MUSIC Instruments, keyboard, ...				
NATURE Bulbs, flowers, stones, ...				
OPTICS Glasses, contact lenses, sunglasses, binoculars, telescope, ...				

Detailed content				
Item	Nr.	Description & colour	Price	Date of purchase
<b>PAPERS</b> Documents, official papers, passport, drivers licence, manuscript, blueprints, prospectus, ...				
<b>PHOTO</b> Photo or movie camera, accessories, album, photographs, slides, viewer, ...				
<b>RELIGIOUS</b> Religious articles, bible, prayer rug, rosary, ...				
<b>SHIRT</b> Blouse, T-shirt, ...				
<b>SKIRT</b>				
<b>SLEEPWEAR</b> Nightgown, robes, bathrobes, dressing gown, negligee, pyjamas, ...				
<b>SPORT</b> Trophy, accessories, beachwear, camouflage suit, tent, camping equipment, helmet, jogging, fishing equipment, sweat suit, ...				
<b>SPORTSWEAR</b> bathing suit, jogging suit, sport clothes, ski suit, tennis dress, ...				
<b>SUIT</b> Blazor, pantsuit, tuxedo, suitcoat, ...				
<b>SWEATER</b> Jumper, sweatshirt, ...				
<b>TIMEPIECE</b> Clock, pocket-, stop-, wrist watch, ...				
<b>TOBACCO</b> Smoking and accessories, ...				
<b>TOOLS</b> Hardware (non electronic), power and hand tools, micrometer, ...				
<b>TOYS</b> Games except electronic games, playing cards, ...				
<b>TROUSERS</b> Jeans, pants, slacks, dungarees, gaucho pants, jump suit, ...				
<b>UNIFORM</b>				
<b>VIDEO</b> Camera, recorder/player, TV camera, tape, videolaser disc and player, ...				
<b>WEAPON</b> Ammunition, firearms, handweapons, ...				
<b>WEATHER</b> Gloves, scarf, umbrella, shawl, ...				
<b>OTHER ITEMS</b>				

I affirm that the above particulars are true and complete.

Date

Signature

