



NEW ASSIGNMENT / EVIDENCE CHAIN OF CUSTODY FORM

CONTACT NAME:	
TITLE:	
COMPANY:	
ADDRESS:	
PHONE:	FAX:
EMAIL:	
BILLING CONTACT (IF DIFFERENT THAN ABOVE):	
BILLING EMAIL OR MAILING ADDRESS:	
INSUREDS NAME:	INSUREDS PHONE:

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TO BE COMPLETED BY CASE

File# :

File Name:

Assigned To:

Set Up Date:

Set Up By:

Estimated Completion Date:

DATE OF LOSS:

CLAIM NO:

REPORT TYPE: Verbal Written TBD None VIA: Email FAX MAIL DUE BY:

DESCRIPTION & CIRCUMSTANCES OF LOSS: _____

SPECIAL INSTRUCTIONS: _____

EVIDENCE BEING SENT WITH THIS ASSIGNMENT? Y N *If NO, Assignment may be submitted electronically, no hard copy required.*

ITEM#	SAMPLE DATE	DESCRIPTION / MANUFACTURER	ANALYSIS REQUESTED
1.			

To be completed by CLIENT:

RELEASED TO CASE BY:

Signature	Date
Printed/Typed Name	
Company	Phone

To be completed by CASE:

RECEIVED AT CASE BY:

Signature	Date
Printed Name	CASE Forensics, Corp.

SUBMITTAL METHOD: IN PERSON UPS FED EX ***SEE ATTACHED EVIDENCE STORAGE AGREEMENT AND LIABILITY STATEMENT**

EVIDENCE DISPOSITION AFTER ANALYSIS/EXAMINATION: STORE UNTIL NOTIFIED IN WRITING BY CLIENT RETURN DISPOSE/SCRAP

RECEIVED FROM CASE BY:

Signature	Date
Printed Name	
Company	Phone

RELEASED FROM CASE TO:

Signature	Date
Printed Name	CASE Forensics, Corp.



**Submittal of the New Assignment/Evidence Chain of Custody form, with Evidence, is an agreement between the submitting party named on this document and CASE Forensics that any such Evidence is covered by the following CASE Forensics Evidence Storage Agreement and Liability Statement.*

EVIDENCE STORAGE AGREEMENT AND LIABILITY STATEMENT

CASE Forensics Corporation is in possession of and is storing the above-listed Evidence in connection with services rendered by CASE Forensics on behalf of and at the request of Client or Client's agent(s). The Evidence is being held in a secure storage facility and storage fees will be charged at the rates set forth in our Standard Terms and Conditions. Evidence stored at CASE Forensics' facility is at the risk of Client. CASE Forensics does not maintain and will not obtain insurance on the Evidence. Client is solely responsible for determining the value of the Evidence and obtaining the appropriate insurance coverage.

Retrieval, handling, packaging, shipping, inspection, storage, testing or related activities performed by CASE Forensics may result in damage or changes to the evidence. CASE Forensics will perform all testing and activities involving Evidence with the appropriate standard of care owed to Client. CASE Forensics is not responsible for the loss of or any damage to Evidence from any cause, including damage resulting from alteration, modifications or changes to Evidence.

Client waives any and all claims against CASE Forensics, its agents and employees, including any subrogation rights on the part of Client's insurers for any loss or damage to Evidence from any cause. Client agrees to indemnify and hold harmless, CASE Forensics from any and all liability or claims associated with Evidence retrieval, handling, packaging, shipping, inspection, storage, testing and related activities performed on behalf of Client or Client's agent(s).

CASE Forensics has the right to refuse the acceptance and storage of evidence. In the event storage fees owed by Client remain unpaid for a period of 90 days or longer from the date of the Evidence storage invoice, and no disposal or transmittal instructions have been received from Client by CASE Forensics, CASE Forensics shall provide written notice to Client via registered mail of its intent to dispose of Evidence. If no disposal or transmittal instructions by Client to CASE Forensics have been made within 60 days of mailing the Notice of Intent to Dispose Evidence, CASE Forensics has the right to dispose of Evidence without further notice to Client. Client waives any and all claims against CASE Forensics, and agrees to indemnify and hold harmless CASE Forensics from liability and claims, including any subrogation rights on the part of the Client's insurers, arising out of the disposal of evidence for non-payment of storage fees.

A signed copy of this Agreement or instructions for disposal or transfer must be returned immediately to CASE Forensics. CASE Forensics only accepts receipt of the evidence under the terms of this Agreement, whether or not Client or its authorized representative signs this Agreement. Due to delays in client response time, processing and mailing, the terms of this Agreement remain in force at the time Client authorizes the transfer of Evidence to CASE Forensics. You will be deemed to have consented to the terms of this Agreement if you do not object to the terms herein within five (5) business days of the date hereof, regardless of whether we have taken any action with respect to evidence you submitted to us. In the event Client rejects the terms of this Agreement, Client is responsible for all costs incurred by Case Forensics prior to the receipt of notice of such rejection.

Invoices will be sent annually for pre-payment of evidence storage, handling and processing. Evidence will not be released or transferred until all invoices are paid in full, except as authorized by an Evidence Custodian of CASE Forensics.