



Checklist for your Expert Report

This list gives you an overview of what is important to accelerate the preparation of your report. We will inform you, if major parts or pieces of information are missing, as extra charges may arise.

Order		
Enclosed	Not enclosed	Facts of the case to be evaluated / size of order:
<input type="checkbox"/>	<input type="checkbox"/>	Contact details of principal or person in charge of expert report with extension number and email
<input type="checkbox"/>	<input type="checkbox"/>	Possibly permission to contact the claimant directly to request additional documents, in particularly high-resolution photos, and the contact details
<input type="checkbox"/>	<input type="checkbox"/>	Detailed order description or precise size of order

Photos (meaningful, individual picture files (e.g. jpg) in good resolution)		
<input type="checkbox"/>	<input type="checkbox"/>	Photos of the complete bicycle / pedelec (side view from left and right)
<input type="checkbox"/>	<input type="checkbox"/>	Detail photos showing individual components and their condition
<input type="checkbox"/>	<input type="checkbox"/>	Detail photos documenting the damage from various perspectives
<input type="checkbox"/>	<input type="checkbox"/>	Overview photo place of loss

Documents & information – liability claim		
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase of the product / object concerned by the damage
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase of the possibly retrofitted components
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase accessories
<input type="checkbox"/>	<input type="checkbox"/>	Police report, if available
<input type="checkbox"/>	<input type="checkbox"/>	Description of the course of loss (data as precise as possible of all parties involved, including date, time and place of the incident)

Documents & information – burglary damage and theft		
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase of the stolen product / object
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase of the possibly retrofitted components
<input type="checkbox"/>	<input type="checkbox"/>	Proofs of purchase accessories
<input type="checkbox"/>	<input type="checkbox"/>	Evidence confirming anti-theft protection (e.g. keys from cracked locks, removable displays of pedelecs)
<input type="checkbox"/>	<input type="checkbox"/>	Evidence, if available, that the burglary/theft was reported to the police
<input type="checkbox"/>	<input type="checkbox"/>	Description of the course of loss (details as to place and time of loss)

Date, place

Signature