



North States Steel

CLAIM PROCEDURES

Please use the following guidelines when filing a claim with us.

1. All claims must be filed within 30 days from receipt of material. There will be no exceptions to this.

Upon inspection of material any defects must be noted and sent to us by fax or email to the Traffic Department

ATTN: Dan Williams

dwilliams@northstatessteel.com

fax 815-648-4185

Please stop further processing of our material until you receive instruction from us.

2. We need proof/evidence for the claim, please provide us with bill of lading, photos, and tag numbers.

It is important your receiving department indicates the discrepancy on the bill of lading at the time of receipt. If such exceptions are not noted, it may be cause for rejection of claim.

3. Please separate and set aside damaged material. This material must be stored inside. Where damages are obvious, leave material with the wrapping in tact.

Failure to comply with these procedures will jeopardize the settlement of your claim.

We appreciate your cooperation in order to process your claim properly.

North States Steel Corp.

I acknowledge I have read and agree to the above claim procedure

Signature

Date