

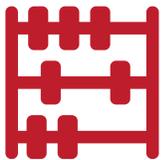
READ BEFORE YOU SIGN THE DELIVERY RECEIPT

RECEIVING GUIDELINES



UNLOADING

The truck driver is not responsible for unloading your shipment. You must have a dock, forklift or appropriate man power to remove the shipment from the truck in a timely manner.



COUNTING

The delivery receipt will show you how many pieces you should be receiving. Each piece will also have an orange label marked "BOX ___ OF ___". Please make sure that you have the correct number of pieces and that they are all addressed to you.



DAMAGES

Inspect each piece of freight for signs of damage such as torn packaging, punctures, etc.



DELIVERY RECEIPT

Any missing or damaged items must be clearly noted on the carrier's copy of the delivery receipt in as much detail as possible. Failure to do so will void the carrier's responsibility to honor a freight claim.

POST DELIVERY

If any shortages or damages were noted on the delivery receipt, please notify your DuMor representative immediately. For shortages, let them know which piece(s) you are missing along with a description (for example, BOX 1 OF 5 cast iron supports). For any damages, please take photos to document the packaging and condition of the item(s) in question. Provide the pictures along with descriptions to your representative.