

Project

SHIPPING & DELIVERY **CHECKLIST**

WAREHOUSES WITH LOADING DOCKS

Clear and Clean:

If you are receiving palletized products at a warehouse location equipped with loading docks, loading docks should be clear and clean.

CONSTRUCTION SITES

Prepare and plan in advance:

If you are receiving deliveries to a construction site or a location without loading docks, remember the following:

Project Manager:

Your construction project manager must be present at the time of delivery.

Coordination with Local Municipalities and Departments of Transportation: (if needed)

Communicate with local municipalities to coordinate “no parking” hours, or obtain the appropriate street signage to ensure third-party vehicles do not obstruct delivery locations.

Telescopic Forklift:

A telescopic forklift is required to offload palletized products, and also is a good tool to have present for non-palletized products. Be sure to have one present at all times while receiving your shipment.

INSPECTION

Inspect And Sign for Your Product:

Immediately upon receiving products inspect the products for potential freight damage.

If Freight damage is found indicate “Damaged” on the waybill before signing.

Perform an inventory of your order once it has been off-loaded. Being sure the quantity delivered matches the quantity on your final invoice.

CONTACT US

Within 72 hours contact us with:

Your order number/final invoice number available
Quantity of damaged boxes and packages
Copy of Waybill with “Damaged” written on it
Photos of damaged packaging received
Photos of products inside of damaged packaging

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Unobstructed Street Frontage:

Be sure you have adequate street frontage of delivery space clean and clear.

When receiving 20’ containers, a minimum of 50’-0” of clear, unobstructed street frontage should be prepared.

When receiving 40’ and 40’HQ containers, a minimum of 70’-0” of clear, unobstructed street frontage should be prepared.

Pick-Up Trucks:

Pick-up trucks can be very useful for loose product shipments such as kitchen and bathroom cabinetry.

Manpower:

A team of no less than six (6) individuals should be present at all times during offloading.

Manpower is a must – don’t come to the jobsite short-handed.

Take Photos – Take a minimum of three (3) detailed photos of each damaged package upon arrival.

Keep notes and records of about your order delivery if you are missing products, and the amount of products you are short/missing.

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