

Portable Sign Receiving Instructions. Please provide these instructions to your receiving dock.

WARNING!!!

DO NOT SIGN THE DELIVERY RECEIPT!!!

UNTIL YOU DO THE FOLLOWING

It is your responsibility to check the shipment thoroughly.

1. **COUNT ALL BOXES** to confirm that it matches the number indicated on the delivery receipt.
2. **INSPECT THE OUTSIDE OF EVERY BOX** for signs of damage. Read and follow warning labels and instructions. Examples: Holes, crushed corners, wrinkles, black rub marks, cardboard that looks to have been pushed or hit. Broken pallets and rattling boxes are all possible signs of damage. Make note of any such problems on delivery receipt before signing.
3. Note all damage on delivery receipt in detail, BEFORE THE DRIVER LEAVES.
4. **CALL SHIPPER IMMEDIATELY (1-800-523-1958)** with the information so we can help you determine if you should refuse delivery or we can supply parts to correct the problem.
5. If an item looks to be damaged more than you believe you can repair, then refuse it and notify us so we can get another one shipped asap to you.

***** IF YOU SIGN FOR YOUR DELIVERY FREE AND CLEAR OF ANY DAMAGE IT WILL BE YOUR RESPONSIBILITY TO FILE CLAIMS WITH THE CARRIER FOR CONCEALED DAMAGE. *****



Portable sign crated and ready for shipment.



Tip N Tell – This indicator is on the outside of every crate.