

DELIVERY SERVICES REQUEST FORM

SPECIAL DELIVERY REQUIREMENTS

- Residential Delivery
- Lift Gate *not recommended
- Loading dock available?
- Inside Delivery-2 man street level
- Inside Delivery-2 man, other than street level
- Trade Show or Exhibit Venue
- Delivery Appointment Phone number required
() _____
- Contact Name _____
- Receiving Hours _____

Any special requirements or services not requested will be subject to additional charges by the trucking company.

INSPECTION:

1. When your merchandise arrives, you must open the crates and/or boxes and inspect them for damage. This must be done **before the driver leaves.**
2. If the driver refuses to wait for inspection, you must note on the Bill of Lading, **"DRIVER WOULD NOT WAIT FOR INSPECTION"**.
3. If there is any damage, it must be noted on the Bill of Lading before signing it. Save all packing materials.
4. Call your customer service representative to report any damage so we may help you file a claim with the freight carrier.
5. If you sign for merchandise in good condition without noting damage, we will have no recourse with the delivering carrier and any freight claim that is filed will be considered to be concealed damage. In the case of concealed damage, we will be responsible to you, our customer, for whatever settlement the carrier offers; typically between 0 to 30% of the value of the goods and freight costs.

Check the appropriate boxes and fax back to either Kent, WA (253-852-0204) or Placentia, CA (714-961-0976).

We cannot proceed processing your order until we receive this form.

Sales Order # _____

Sales Rep: _____

Days and hours of operation: _____

Business name: _____

Contact name: _____

Fax number: _____

I have read and understand the Statement of Freight Policies and accept these policies.

Date: _____ Signature: _____