



DELIVERY CHECKLIST

- Take photos of the freight as it is coming off the truck.

- Check around all sides of the shipment for any external damages including the condition of the shipping container, pallet, outside packaging such as shrink wrap, tip tags and warning tape. Take pictures of any damage to the packaging before unpacking, as well as pictures of any damage to the freight.

- If a shipment is received in multiple shipping containers/pallets and some are damaged but not all, DO NOT REFUSE THE ENTIRE SHIPMENT. Only refuse the damaged shipping containers/pallets and make note of which ones were refused and which ones were received in good condition.

- DO NOT SIGN THE DELIVERY RECEIPT WITHOUT THOROUGHLY INSPECTING ALL FREIGHT RECEIVED. YOU MUST NOTE ALL VISIBLE DAMAGE AND SHORTAGE ON THE DELIVERY RECEIPT WHILE THE DRIVER IS PRESENT. PLEASE REQUEST THAT THE DRIVER INITIAL NEXT TO YOUR DAMAGE/SHORTAGE NOTATION. NEVER GIVE A CLEAN DELIVERY RECEIPT IF THERE IS VISIBLE DAMAGE OR SHORTAGE AS THIS WILL RESULT IN DENIAL OF A DAMAGE CLAIM LATER.**

- NEVER WRITE "SUBJECT TO INSPECTION" ON THE DELIVERY RECEIPT. A damage claim will not be honored if this wording is noted on the receipt.

- After the driver has left, inspect the contents of the shipment and report damage and or shortage to NET immediately at 866-922-8855. Please do not wait weeks or months to open your packages.

- Keep all original packaging as the carrier/insurance company has the right to inspect the freight and may exercise that right.

- Do not move the damaged freight to another location or start any repairs until you have permission from the carrier/insurance company to do so or the damage claim is settled.