

# Receiving Shipment Check List

At the time of delivery, please take photos of:

- Merchandise on pallet(s) still inside the delivery truck - before unloading
- Merchandise on pallet(s) after they are unloaded from the truck, and before unwrapping
- Pallet labels – each pallet usually has only 1 label

## If there is damage (products damaged during shipment):

Did you note damages on the delivery receipt? Y/N

### Condition of packaging:

Was damage to packaging visible at the time of delivery? Y/N

Was the color of the shrink wrap around the shipment clear? Y/N

Were the metal bands around the product intact? Y/N

Additional pictures that are necessary if there is damage:

- Merchandise on pallet(s) after unwrapping and before unstacking
- Merchandise on pallet(s) sorted according to damage type, examples include:
  - Bent/Frame Damage
  - Ripped/Torn Material
  - Scratched/Gouged
  - Broken/Cracked/Chipped

What is the Pro / Tracking number? \_\_\_\_\_

Please describe the type of damage(s) to your shipment:

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Other Damages:

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<b>Shortage Product Codes/Item Numbers</b>	<b>Quantity</b>