



## Shipments

1. This is what the shipment will look like when the carrier delivers.
  - a. There are 4 boxes on one pallet. The pallet has banding, stretch wrap and corner boards around it. There are "Do not Stack" stickers alerting the carrier that nothing can be placed on top.
  
2. If any of the boxes are damaged:
  - a. Make a note on the Bill of Lading what the damage is.  
Be specific, i.e. "Bottom box is ripped open."
  - b. Sign the Bill of Lading and take a copy
  - c. Forward the information to the carrier and make a claim if necessary
  
3. If there are not 4 boxes on the pallet:
  - a. Make a note on the Bill of Lading "only 3 cartons out of 4 received."
  - b. Sign the Bill of Lading and take a copy
  - c. Forward the information to the carrier and make a claim.
  
4. Sign the Bill of Lading and take a copy. Forward the information to the carrier and make a claim.
  - a. Make a note of the Bill of Lading what the damage is.  
Be specific, i.e. "Middle box was ripped and material is damaged."
  - d. Sign the Bill of Lading and take a copy
  - c. Forward the information to the carrier and make a claim.