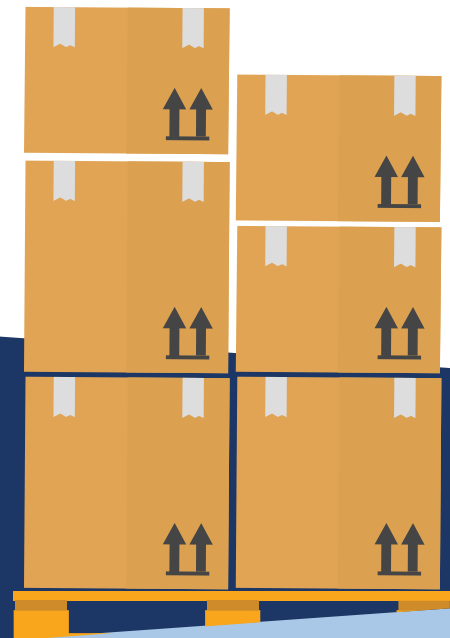


Delivery Checklist



AT DELIVERY, CONFIRM THE FOLLOWING:

- Number of boxes/pieces received matches receipt
- Any visual damage of boxes
- Number of pallets received
- Condition of the pallet(s)

IF THE PRODUCT HAS AN ISSUE, NOTE THE FOLLOWING:

- Write the number of boxes damaged next to your signature when signing off on the product that has one or more boxes of damaged product, for example "2 BOXES DAMAGED".
- Write "SUBJECT TO INSPECTION" next to your signature if there is a lot of broken or damaged pieces that haven't been fully investigated
- Take photos of the delivery on arrival
- Make notes about the order on the delivery receipt including the amount that is short



Delivery Receipt

Item #	Description	Quantity
1234	Oak Laminate	3

2 boxes
DAMAGED

Signature
JohnS

WITHIN 5 DAYS, CONTACT BUILDDIRECT WITH:

- Your order number
- Number of damaged pieces/boxes
- Delivery receipt with "DAMAGE" written on it
- 3-5 detailed photos showing damage
- Orders with delivery receipts with "SUBJECT TO INSPECTION" written on it should be inspected fully



NOTE:

Drivers are not permitted to leave freight at the delivery site without your approval and signature

EMAIL: customerexperience@bulldirect.com

PHONE: 1-877-631-2845

MORE INFO: www.bulldirect.com/policies

www.bulldirect.com/shipping.aspx