
FREIGHT DELIVERY CHECKLIST

DELIVERY

- Check packaging for damage. If damage is detected, point this out to the courier driver and ask him (or her) to note this on all copies of the documentation.
- If there is no obvious damage to the packaging, cross out any wording on the freight documentation which states “*Received in Good Condition*” and replace it with “**Received Subject to Inspection**”.
- If there is damage, cross out any wording on the freight documentation which states “*Received in Good Condition*” and replace it with “**Received Damaged**”.
- If there is obviously very **severe** damage, refuse to take delivery and don’t sign anything.
- Only after modifying the wording as noted above, sign the courier docket. Keep your consignee copy in a safe place.

UNPACKING (if the packaging is not damaged)

- Remove packing slip from the outside of the packaging.
- Unpack the blinds as soon as possible after delivery.
- Inspect the packaging for loose items (such as brackets) which may have detached from other items delivered so that they are not discarded with the packaging.
- Check that the contents noted on the packing slip and the contents enclosed in the package are the same.
- Inspect each blind for damage.

If any damage is detected

- **Immediately** notify NZ BLINDS of any damage detected, and retain all of the contents and packaging for inspection. Store everything in a place safe from further damage until further notice.
- DO NOT attempt to repair the damage, install the blinds, or anything else until we have advised you what to do.

IMPORTANT NOTES

- If you don’t follow the procedures listed above, any claim for damage may not be successful.
- If anyone on your premises signs for goods “*in good condition*” without amending the documents as noted above, no claim can be made for damage.
- If you have authorized the freight company to deliver goods in your absence without signature, no claim can be made for damage.
- If you are late advising us about damage, and we are unable to notify the freight company within 24 hours of your delivery, no claim can be made for damage.
- If damaged blinds are sent back to the factory improperly packed, and sustain additional damage on the return journey, only a claim for 50% of the total damage may be made.
- If any claim for damage is unsuccessful due to negligence on the part of the consignee, the repair or replacement of the blinds will be at the expense of the consignee.