

Look Before You Sign

When Receiving

Make sure delivery is complete and intact

- Yellow shrink wrap, unbroken
- Cartons intact without punctures or damage
- Pallet supports unbroken, holding up the whole load
- Shipment secured to pallet with banding and/or shrink wrap
- Order quantity matches shipping manifest



Before Signing

Document all issues on receipt

Example notes:



- Shortage - missing items

Visible Damage

- Carton crushed, torn



- Broken shrink-wrap

- Product damaged by fork truck



- Damaged carton - product exposed

- Product damaged - scratched, dented



- Not Bradley's shrink-wrap

- Pallet damaged

- Material not secured to pallet

In Case of a Problem

Contact your local Bradley Sales Rep **Immediately**