



### ***Procedures for Receiving Freight from Dayton Parts***

As our customer, there are a few things you need to be made aware of before you sign for your shipment. Any product that ships from Dayton Parts, except for UPS, Federal Express and DHL shipments, is on a wooden skid. This skid will either be banded or wrapped in shrink wrap. Some skids will have both. We utilize a shrink wrapping machine to make sure the wrap is tight and layered around the outside of the entire product. The skid will be marked in some way with your customer name, city and state. If the skid has been shrink wrapped, it will be on the outside of the shrink wrap. If the skid is banded, a tag will be stapled to the wooden skid with customer name, city and state wrote on it. Our skids will have this information on them twice if there is a big box on the skid. They will write the customer name, city and state on the box and the shrink wrap.

#### **Before signing the carrier's delivery receipt:**

1. Make sure the number of skids on the delivery receipt is the same number you received.
2. Verify the shrink wrap and/or banding is totally intact.
3. You must note on the delivery receipt any problems with your shipment before you sign for it.

Following are items to look for.

- If the shrink wrap/banding is torn or missing.
- If any of the boxes are damaged, missing product, crushed or torn open.
- The skid you received the shipment on, is it damaged?
- Is the product still centered on the skid and not half on, half off.
- Are any parts lying loose around the skid or outside the shrink wrap? When the product leaves here, it is secure.

At Dayton Parts, we strive to make sure your product is packed properly. Once the shipment leaves our facility, it is the **carrier's responsibility** to deliver the shipment in the condition it was received. In order for the carrier to be held liable, you must write anything you find wrong concerning your shipment on the delivery receipt. **Subject to count or upon further inspection do not hold the carrier responsible** for any claim against the shipment. You must be specific and write what is wrong with your shipment on the delivery receipt.

If you sign the delivery receipt "free and clear", which means you received the shipment and signed the delivery receipt without writing anything on it, the carrier will not honor any claims for this shipment, period.

Please take the time to examine your shipment before you sign the delivery receipt. Dayton Parts cannot be held liable if you do not make the proper notations on the freight bill when the shipment is delivered.

All claims for shortages that do not involve a damaged shipment must be reported to Dayton Parts LLC within 15 days of receipt of merchandise.