

## Updated Policy: Better Serving You

We have updated our inspection policy on our Shipping and Receiving form to better serve you. We want to make sure everyone is aware of the importance of inspecting the sign for damage and making sure it lights upon delivery. The new change not only protects us, it protects you as well.

The new form states the following:

- The sign must be inspected upon delivery
- Any damages/missing parts must be listed on the form
- Send pictures of damages to support@signfab.com
- Receiving person is liable for any damages/missing parts not listed on the form

Please read the new policy carefully and let us know if you have any questions or concerns.

### **Make it clear**

If you do find damage, be specific. Describe the damage accurately. Take pictures and list any missing parts and anything that is not lighting. List any additional issues and pinpoint the locations of all defects. If you can see the damage, have the driver wait while you inspect the sign. If you are unable to take pictures have our driver take some. Once you have noted all damage, sign the form, and we will repair the damage as soon as possible.

We want to be clear on our new policy coming out and we hope everyone will understand. If you ever have any questions regarding this policy or any other policies, please don't hesitate to contact us at 800-544-6381.



### Sign Fab, Inc.

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### Shipping and Receiving Form

Date: 08/29/2018	Job #: 11508-SAA
Location: Overland Park, KS	
Driver:	
COD Amt:	

#### Examine Delivery Carefully

THIS FORM MUST BE SIGNED AND DATED BY RECEIVING PARTY, **NO EXCEPTIONS**. FAILURE TO SIGN THIS FORM IMPLIES THAT THE SIGN IS IN GOOD CONDITION, LIGHTING CORRECTLY, AND THERE ARE NO MISSING PARTS.

**SIGN MUST BE INSPECTED FOR DAMAGES AND MUST BE TESTED (RACEWAYS AND INDIVIDUAL LETTERS) TO VERIFY LIGHTING BEFORE SIGNING. RECEIVING PERSON IS LIABLE AND RESPONSIBLE FOR ANY DAMAGES OR ANY PARTS OF THE SIGN NOT LIGHTING OR ANY MISSING PARTS THAT ARE NOT LISTED HERE:**

LIST ANY DAMAGES: \_\_\_\_\_

LIST ANY MISSING PARTS: \_\_\_\_\_

LIST ANY PART NOT LIGHTING: \_\_\_\_\_

LIST ADDITIONAL ISSUES: \_\_\_\_\_

**\*ANYTHING NOT TESTED OR LISTED HERE MEANS THAT THE RECEIVING PARTY IS VERIFYING THE SIGN IS DAMAGE FREE, LIGHTING CORRECTLY, AND ALL PARTS ARE PRESENT AT DELIVERY.**

ANY COST FOR REPAIRS OR PARTS NOT LISTED ON THIS FORM ARE SOLELY AT THE EXPENSE OF RECEIVING PARTY, **NO EXCEPTIONS**.

RECEIVING SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
RECEIVER VERIFY'S SHIPMENT IS DAMAGE FREE, LIGHTING, AND ALL PARTS PRESENT UNLESS NOTED ABOVE.