



# STOP!

## **WARNING: Read This Information Prior to Signing for Delivery**

- Inspect exterior of cartons and pallets for damage.
- If damage is visible, open carton and inspect contents for damages.
- If damage is present, take pictures and note any and all damage - DO NOT REFUSE SHIPMENT! Sign for delivery as damaged.
- In either case contact your Project Manager at AIM.
- Even if damage is not visible or noted on delivery, YOU MUST SIGN FOR ALL DELIVERIES NOTING POTENTIAL CONCEALED DAMAGE.

### **After receipt of shipment concealed damage is discovered, please follow these steps:**

1. Keep all cartons, packing material, etc. Do Not Throw Away.
2. Document damage with pictures.
3. Take pictures of all data tags or stickers.
4. Contact you AIM Project Manager to report concealed damage.

\*\*\*It is the responsibility of the person receiving and signing for shipment to verify that merchandise is in good order and free of damage. By signing for shipment that it is free and clear of any damages or possible concealed damage, the receiver is accepting responsibility for the shipment and accepting responsibility for damages and replacements.\*\*\*