



**\*\*\* IMPORTANT \*\*\***  
**YOUR RESPONSIBILITY PRIOR TO ACCEPTING FREIGHT**  
**TO PROTECT YOU FROM LIABILITY,**  
**DO NOT SIGN DELIVERY RECEIPT UNTIL AFTER:**

1. **You've asked the truck driver to wait while you inspect for visual or concealed damaged.** If there is the slightest crush, crease, scuff, tear, or puncture to any carton, **you are responsible to make such notation on the delivery receipt.** If driver is unwilling to wait, call Rick at Classroom Outfitters at (305) 510-4269 while the driver remains at your location.
  - A. **Write on the delivery receipt the number of cartons and the actual item in the carton which contains creases, scuff marks, tears, punctures, etc. or the number of cartons and the actual item which contains visible damage.**
  - B. Any item that has concealed or visible damage that you did not refuse to accept – **you must retain all cartons and packing materials – no matter how slight or severe.** This is the carrier's requirement for claim purposes.
  - C. **You also have the right to refuse to accept any item if damage is visible.** Most furniture should be delivered to you on a pallet. If you receive unpalletized furniture, the probability of damage is higher.
2. **Verified the count.** Only sign for the number of cartons that you received, not what is shown on the driver's receipt.

You, the consignee, are required to report (w/ pictures) any damage to Classroom Outfitters at [info@classroomoutfitters.com](mailto:info@classroomoutfitters.com) or (877) 509-0664 . **CONCEALED DAMAGE MUST BE REPORTED TO CLASSROOM OUTFITTERS WITHIN 24 HOURS.**

***FOR ANY QUESTIONS OR PROBLEMS AT THE TIME OF DELIVERY,  
CALL CLASSROOM OUTFITTERS AT (877) 509-0664 OR (305) 510-4269.***

I understand & accept the terms of this agreement:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of Institution \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_