



***** IMPORTANT *****

YOUR RESPONSIBILITY PRIOR TO ACCEPTING FREIGHT

DO NOT SIGN DELIVERY RECEIPT UNTIL AFTER:

1. **All freight is inspected for damage. Once the freight is signed for by the end-user as free and clear of any defect, many carriers will not honor freight damage claims.** Please remove the cartoning and check for freight damage before the freight is signed for on the delivery receipt. If any defects are found, please clearly note all issues on the delivery receipt. If there is the slightest crush, crease, scuff, tear, or puncture to any carton, **chances are good that freight damage exists.** If driver is unwilling to wait, call Rick at Classroom Outfitters at (305) 510-4269 while the driver remains on 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 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 have the right to refuse to accept any item if damage is visible. If you receive unpalletized furniture, the probability of damage is higher.
2. **The count is verified.** 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 laura@classroomoutfitters.com or (786) 235-9105 . **DAMAGE MUST BE REPORTED TO CLASSROOM OUTFITTERS WITHIN 24 HOURS.**

Classroom Outfitters cannot be responsible for freight damage if the damage is not noted properly on the driver’s delivery receipt.

I understand & accept the terms of this agreement:

Printed Name _____ Signature _____

Name of Institution _____ Date ____/____/____