



SHIPMENT RECEIVING PROCEDURE

1. **** DO NOT LET THE DELIVERY DRIVER RUSH YOU ****
2. **Please make certain you have the necessary help when the truck arrives for delivery – The Driver is responsible only to get the package(s) to the end of the truck bed.**
3. **Count the number or packages and match that to the delivery slip provided by driver and/or packing slip in delivered item(s).** If there is a Missing Package and/or Damage you **MUST** note that information with the driver **BEFORE** signing for the delivery. After Signing – please contact DSI right away! (Within 24hrs of delivery).
4. **Inspect EACH AND EVERY PACKAGE for Damage.**

If Damage/Missing Item is noticed:

- a. Note the damage/missing item(s) on the delivery form **BEFORE** signing – be as detailed as possible
- b. Take pictures of the damaged item(s).
- c. **ACCEPT DELIVERY** – Keep the Packaging the damaged item came in.
- d. Send pictures of damaged item(s) to dversifiedsports@gmail.com
- e. If you have any questions, please call our office at (425) 248-3948

Please forward this document to anyone who may receive your shipment.

At times commercial drivers will find the closest person to sign for the delivery – Dversified Sports Inc. and its sales representatives cannot be held responsible for an unauthorized person(s) to sign for delivery and received the shipment without following the guidelines listed above.

If you have any questions in regards to your shipment – please feel free to contact us at:

(425) 248-3948

Thank you!