



# Delivery Acceptance Instructions

**\* Must be signed & returned prior to shipment\***

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

1. A Forklift and Forklift Operator are required on site for receipt of delivery. Minimum forks must be 60" in length. IMI is able to sell to the Purchaser 60" extensions for \$325 or 72" extensions for \$351 to arrive with your shipment. A Pallet Jack is also recommended on site for LTL (less than truck load) shipments. IMI is not responsible for any damages due to unloading with forks less than 60" in length.

\_\_\_\_\_ Add 60" Extensions for \$325 to arrive with shipment.

\_\_\_\_\_ Add 72" Extensions for \$351 to arrive with shipment.

2. Upon carrier delivery to site, any visible damages to IMI crates or boxes must be reported to the carrier and marked on the freight bill at the time of delivery. Pictures of any damages are also important for the claims.
3. Any discrepancy in the receipt of the shipment must be reported within 48 hours of receipt in order for a valid claim to be submitted. Claims reported after 48 hours may require a Change Order for replacement materials, and may result in extra charges.
4. IMI will confirm a ship date at the time order is placed into production. If for any reason Purchaser or site is not ready to accept product, IMI will invoice the balance on the committed ship date and allow staging at IMI site for up to 2 weeks. If additional staging is required, storage fees may apply.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 2015.3.16

