



Delivery Day Checklist

The day before delivery, you'll be contacted by your chosen trucking company with an anticipated time window for delivery.

- 1** Send a message to your unloading staff telling them what time the delivery is expected. Deliveries often get delayed, so plan accordingly.
- 2** Keep your phone handy all day for updates on delivery time.
- 3** Have any necessary rental equipment (*forklift, moving dollies, etc.*) delivered at least an hour before the anticipated delivery time.
- 4** Gather toolboxes, gloves, razor knives, floor protectors (*if needed*), and other essentials.
- 5** Upon arrival, inspect all items for signs of damage during shipping. Note any damage, take photos, and then sign the delivery form (*known as the Bill of Lading*).
- 6** If there has been damage to any items, contact your sales representative immediately. Any delay in reporting damaged product may cause difficulties with getting a replacement.
- 7** Don't forget to take a before and after photo of refurbished rooms.