

Lifetime Vinyl

"Never Paint Again"

www.AVinylFence.com

1080 Broadway San Jose, CA 95125

Thank you very much for your order. It will be coming straight to you from the factory. Please follow these steps to receive and inventory the material.

It will be shipped by Federal Express or a Common Carrier trucking company. If your order comes on Common Carrier the trailers are normally enclosed and may require hand off loading. Please be sure to have enough help to off load as the drivers are not required to help (although they usually do).

Upon receipt of the order, please follow these steps:

Step 1 Inspect all material thoroughly.

Step 2 Check material against freight bill for completeness. Check to make sure the number of packages on the freight bill you are signing matches the number of packages you are actually receiving.

Step 3 Note on the bill of lading any damaged goods. Before you sign the freight bill, make notations of any damaged packages you can see or shortages. You don't have to open the packages, but you must inspect the exterior for any signs of damage. Make your notations describing the exterior of the shipment. Example;"1 box crushed", or "1 bundle with holes punched in the plastic, possibly by fork lifts", "2 bundles busted loose". Any reimbursement for damaged materials should be requested from the shipping company.

Step 4 Open and inspect your material immediately (once the driver has gone). Any damage or shortage claim must be made immediately with the freight company, so please take a few moments to inspect all material. Any damage or shortage discovered after the driver has gone must be reported to your local terminal for inspection in order for reimbursement .

Step 5 Call Lifetime Vinyl immediately with any damage or shortage. We will arrange replacement of the damaged or shorted materials immediately. Cost of replacement will be your responsibility, so it is important to specify any damage or shortage on the shipping company's paperwork so you will be reimbursed.

Thank you for purchasing from Lifetime Vinyl.

Regards,

Jim Sweet

Authorized Distributor

800/213-2539 408/280-7715 Fax 408/295-5291