



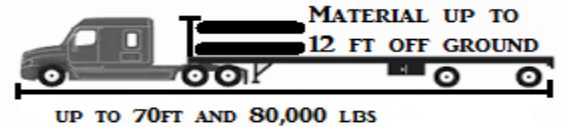
WESTERN STATES METAL ROOFING

USA | CANADA | MEXICO | WWW.METALFORROOFING.COM | 877-787-5467

BIG RIG FLATBED RECEIVING INSTRUCTIONS

At Western States Metal Roofing, we are committed to providing our customers with the best possible delivery experience. To ensure this happens, we need your assistance. It is important that all our customers receiving their delivery via big rig flatbed truck are made aware of what to expect and the necessary delivery requirements. Please take the time to read the following delivery instructions and requirements carefully.

- Flatbed trucks are up to 70 ft in length and up to 80,000 lbs. Delivery location **MUST** be accessible by this size of truck ***PLEASE INITIAL THAT DELIVERY LOCATION IS ACCESSIBLE BY A TRUCK UP TO 70 FT IN LENGTH_____**
- Two days before your material is scheduled to ship, our freight team will contact you with an estimated delivery day and 4-hour time window for your delivery. Deliveries are made Monday through Friday (7am to 5pm).
- Truck does **NOT** come with a forklift and driver does **NOT** help offload.
- It is your responsibility to provide a forklift and/or appropriate lift equipment to ensure a safe and damage free unload. If you are unsure about what is needed, please contact us.
- With smaller orders, you will have the option to hand unload. When planning to hand unload you must notify us 2 days before your order is scheduled to ship. This is to ensure your material will be loaded in a way that will be accessible by hand. You must provide enough manpower to unload (min 2 people able to lift 100 lbs. each)
- When the truck arrives, you will have 1 hour to unload. You may be charged \$65.00 per hour for additional unloading time. If truck arrives and you cannot unload or no one is there to unload, you **WILL BE RESPONSIBLE** for all freight charges back to Western States Metal Roofing, storage fees, and re-delivery charges.
- Do **NOT** sign the delivery receipt until you have verified all material has been received complete and without damages. Failure to note on delivery receipt at time of delivery will result in damage claim being denied and all replacement material will be at customer's expense.
- If the driver is not willing to wait for you to check the shipment, please mark the following on the delivery receipt "Driver unwilling to stay and verify shipment contents and damage" and notify Western States Metal Roofing's Freight Dept immediately at 602-495-0048.
- If you have any damaged/missing material, please note on the delivery receipt. Be very detailed. The more information that you provide on the delivery receipt will help us process the damage claim quickly and send out replacement material. Take pictures of all damaged material. (We take pictures of all material prior to and after being loaded onto the delivery truck.) Send all pictures to jared@metaldeck.com and reference your invoice number.
- If no damage has occurred and nothing is missing just sign the delivery receipt.



THE FREIGHT RATE QUOTED WAS BASED ON ALL OF THE ABOVE CONDITIONS BEING MET. IF YOU HAVE SPECIFIC DELIVERY REQUIREMENTS OR IF FOR ANY REASON YOU ARE UNABLE TO ACCEPT THIS METHOD OF DELIVERY PLEASE CONTACT YOUR SALESPERSON TO OBTAIN A FREIGHT RATE BASED ON YOUR SPECIFIC NEEDS. PLEASE UNDERSTAND THERE WILL LIKELY BE ADDITIONAL COST AND OR FEES.

Western States Metal Roofing appreciates your help in keeping the shipping cost down.

Customer Signature: _____

Date: _____

* All Transit Times given are an estimate and can change at any time depending on the carrier that your order is shipped with.

TO ENSURE YOUR ORDER SHIPS IN A TIMELY MANNER PLEASE RETURN THE RECEIVING INSTRUCTIONS IMMEDIATELY. IF WE DO NOT RECEIVE THE SHIPPING INSTRUCTIONS BACK WE WILL NOT SHIP YOUR ORDER.