



WESTERN STATES METAL ROOFING

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HOTSHOT RECEIVING INSTRUCTIONS

We are committed to providing our customers lower shipping cost options. Our “Hotshot” shipping is one option we offer. For us to continue offering this valuable service, we need your assistance. It is important that all of our customers are aware of the necessary requirements. Please take a minute to read the following delivery instructions carefully.



- Hotshot Delivery Truck will be similar to the trucks pictured above. 40 Ft flatbed truck or pickup truck with 30 Ft gooseneck trailer. They do **NOT** come with a forklift and driver does **NOT** help offload
- **PLEASE INITIAL THAT DELIVERY LOCATION IS ACCESSIBLE BY A DELIVERY VEHICLE UP TO 45 FT IN LENGTH _____**
- Customer must be available to take delivery during normal business hours (7am to 5pm) Monday through Friday.
- Customer is responsible to provide forklift and/or sufficient manpower to unload (min 2 people able to lift 100 lbs each)
- If you plan to hand unload you must notify Western States Metal roofing freight department 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.
- Once truck arrives you will have up to 1 hour to unload. A charge of \$65.00 for each additional hour will be charged to customer. If truck arrives and no one is there to unload, the customer **WILL BE RESPONSIBLE** for any freight charge back to Western States Metal Roofing, storage fees, and any re-delivery charges
- Customer is responsible to verify that 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 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 immediately
- Be very detailed when reporting the damage on the delivery receipt. The more information you provide on the delivery receipt insures that the damage claim will be approved. Take pictures of the material that is damaged. (Western States Metal Roofing takes pictures of the shipment prior to being loaded onto the truck and we take pictures when loaded on 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 SALES PERSON 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.

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.