

SHIPPING AND RECEIVING GUIDELINES

By signing below the customer agrees to the following procedures when receiving, storing, or filing a freight claim for MPL material

Freight of MPL Material

All material is shipped via a 3rd party. Delivery times are tentative. MPL is not responsible for unforeseen circumstances such as weather, mechanical issues, or accidents. The carrier assigned to deliver your order will call beforehand to confirm a date and time with a contact provided by your company.

- Buyer is responsible for the storage of material if not accepted on the date agreed upon.
- Sample room freight and crating is per number of rooms on quote and may change if additional rooms are added.

Receiving of MPL Material

- All material and personnel needed to receive material is the responsibility of the buyer.
- A qualified forklift operator and 60" fork length is required. Breakage due to unloading with short forks is the responsibility of the buyer. You may need 53' of tow strap or chain to pull material within the reach of the forklift.
- Do not attempt to off load more than one crate at a time.
- Material may be delivered in a box trailer. You will need 53' of chain to pull the material to within reach of the forklift. If you want your material delivered on a flatbed truck, please notify your sales representative. An additional fee may apply.

Material Damaged in freight

1. Make specific notes on the Bill of Lading. (DAMAGE MUST BE NOTED ON THE BILL OF LADING IN ORDER TO MAKE A FREIGHT CLAIM. NO EXCEPTIONS) 2. Take pictures of the damaged material while it is still in the original crates. 3. Email pictures of the damaged material to your representative within 72 hours of receiving the material.

_____ **By initialing you agree to provide these policies to whomever will be receiving your material.**

Storage of MPL Material

- Your material should not be delivered more than 2 weeks prior to the beginning of the installation. Material sitting on site for longer than this needs to be stored in a flat dry environment and protected from ultraviolet light. MPL is not responsible for the replacement of material that has been stained, discolored, or damaged if stored unprotected.

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