



**PURCHASING
PARTNERS
INC.**

HOW TO RECEIVE FF&E SHIPMENTS FROM THE FREIGHT LINE AND PROTECT YOUR PROPERTY ON FREIGHT CLAIMS AND RETURNS

When the truck arrives at your property with your shipment, follow these steps to protect your property:

- Your designated representative should immediately inspect the goods thoroughly as they are unloaded at your property.
- The driver (whether from a common carrier or manufacturer's truck) will ask your representative to sign the Bill of Lading (Freight Bill) as evidence of receipt of the goods by your representative.
- Be aware that your signature on the Bill of Lading document indicates that the goods have been received in good condition **UNLESS OTHERWISE NOTED**.
- Shipments with **VISIBLE DAMAGE** should be **REFUSED**.
- Before the driver leaves your property, open the containers and inspect the goods for damage. Any damage noted should be indicated in writing on the Bill of Lading.
- If you are unable to inspect the shipment immediately, include a disclaimer on the Bill of Lading that states "EXECPT FOR CONCEALED DAMAGE."
- By law, your claim for visible or concealed damage on your shipment must be made to the delivering carrier within *ten (10) days* of receipt of the shipment.
- Claims made after ten (10) days will not be accepted. They will be your responsibility.

If you have questions, contact your PPI representative today.

At PPI, we take your business *personally*.

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