

## CUSTOMER RECEIVING FORM



Attention All AFS Customers:

In the event that we are unable to meet your shipment, it is important that you protect yourselves in the receiving process by carefully inspecting for freight damage. DO NOT allow the driver to rush this important process as failure to note damage can lead to costly repairs.

Upon delivery and prior to signing as received; carefully follow these steps:

- A. Remove plastic and carefully inspect machines for any damage which may have occurred during transit.
- B. When possible, move pedals or crank arms to insure the machine functions.
- C. When receiving treadmills, push the belt by foot to insure the entire belt is free of damage.

Carefully note any freight damage or function problems on the shipping documents. If any product appears to be severely damaged, refuse the delivery, noting the severe damage.

If you are unable to inspect the machines at the time of delivery please sign the shipping document as "*RECEIVED, NOT INSPECTED*". This does not insure damages found later will be covered by the freight company, so use this tactic as a last resort. You will only have 24 hours to inspect for damage and contact AFS (783-8533) or the manufacturer directly to attempt a damage claim. Damage claims filed on shipments which were signed for as "received in good condition" have little chance of reimbursement.

If you have any questions about the receiving process call us at 783-8533.

**For outstanding orders:**

**Please sign and return by fax to *(509) 783-8556***

I understand the procedures listed above as they pertain to the importance of inspecting for freight damage.

\_\_\_\_\_ Date \_\_\_\_\_