IMPORTANT!

PLEASE READ THIS MESSAGE IMMEDIATELY

The special lead glass that you ordered from A & L SHIELDING INC. will ship as noted on our Order Confirmation.

The glass will ship to you via one of the following:
- Our Truck
- LTL Carrier (All LTL Shipments contain Tip-N-Tell Indicator)
- UPS or Fed-Ex.

Please instruct your receiving personnel that when your shipment arrives, to do the following - BEFORE SIGNING THE DELIVERY RECEIPT.

1. INSPECT FREIGHT THROUGHLY FOR EVIDENCE OF DAMAGE OR MISHANDLING.

2. NOTE ANY VISIBLE OR AUDIBLE DAMAGE OR TIP INDICATOR ACTIVATION ON THE DELIVERY RECEIPT AND DECIDE WHETHER TO REFUSE OR ACCEPT THE GLASS.

3. OPEN IMMEDIATELY ON ARRIVAL AND INSPECT FOR DAMAGE. IF POSSIBLE, DO THIS WHILE DELIVERY PERSONNEL ARE PRESENT.
   
   Most common carrier drivers will wait while contents are inspected if there is a question of damage.

4. CONSIGNEE (RECEIVER) WILL BE RESPONSIBLE FOR FILING ANY CLAIM FOR ACCEPTED MATERIAL.

These simple steps will help protect you in the event that damage is discovered.

It is your responsibility to file a timely claim for damage with the freight carrier. A & L Shielding will assist IF you note damage on the delivery receipt.