Delivery Inspection Report

Date of Delivery:
Address of Jobsite:
PO or order or reference #:

Inspection Instructions

1. At the time of delivery, inspect the packaging carefully before signing any paperwork from the shipping company.
2. If there is visible damage to the packaging, take multiple photos before opening.
3. Once opened, inspect the door thoroughly and take additional photos of any damage.
4. If damage is present, it must be noted on the shipping paperwork before signing.
5. Claims for shipping damage will be denied if damage is not documented on the delivery paperwork and a report is not submitted within 24 hours.

Within 5 Days of Delivery

1. The entire unit must be fully unpacked and inspected.
2. If concealed damage is found, it must be documented with photos and described in detail.
3. Claims for concealed damage will be denied if not reported within five (5) calendar days of delivery.

Check all the following	*Issues to Report*
Packaging Damage 1. Take clear photos before opening packaging. 2. Describe the issue in detail, including how and where damage is observed.	
Damage Upon Opening 1. Open where damage is suspected. 2. Inspect the product and take photos documenting the condition and any possible cause. 3. Describe the issue thoroughly.	
Concealed Damage 1. Inspect all components after fully unpacking the door. 2. Take photos of any concealed damage and describe the issue in full detail.	

Notice: FAILURE TO RETURN FORM AS DIRECTED CONSTITUTES AN ACCEPTANCE OF THE CONDITION OF THE DOOR AS-IS.

Signed :	*Date of Inspection:*