

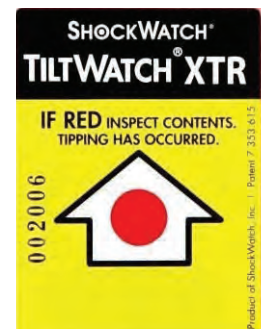


# Receiving Mazzei Shipments



***DO NOT ACCEPT THE DELIVERY OR LET THE TRUCK DRIVER LEAVE UNTIL YOU HAVE INSPECTED THE SHIPMENT***

1. Always inspect the packaging for signs of damage.
2. Inspect all ShockWatch and TiltWatch indicators (one each on outside and inside crate). If indicators are red (as shown) note on delivery form.
3. Describe any damage to the package or product on the Bill of Lading/Delivery Form.
4. If there is damage, the driver should call it in to their office immediately and provide information for filing the freight claim.
5. Have the driver sign or initial next to any notations.
6. Keep a copy of the driver's paper work.
7. Mazzei must be notified in writing of any shortages within 7 days of receipt.



**ONCE YOU ACCEPT A SHIPMENT, YOU ARE RESPONSIBLE FOR REPAIRING ANY DAMAGE YOU MAY FIND**