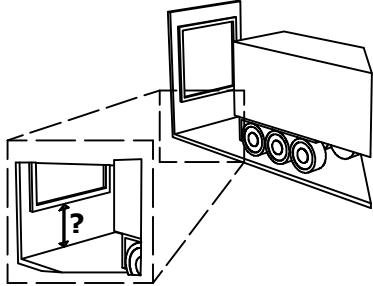
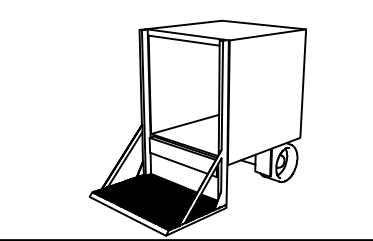
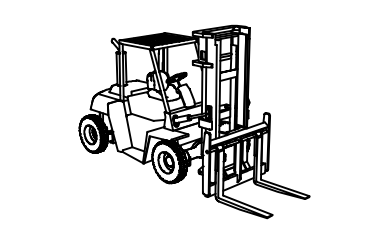
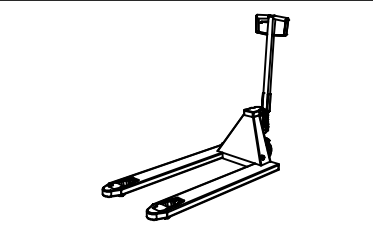
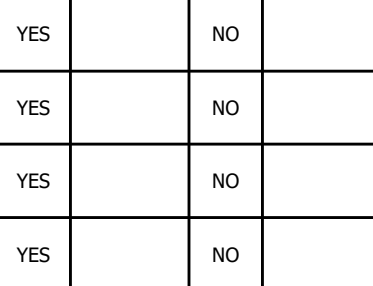


# CUSTOMER RECEIVING CHECKLIST

Here is a list of **very** important information we need to know to deliver your furniture. Please:

- Click on the check boxes to indicate the selections that apply to you
- Enter any comments if needed
- Send back to [aaron@lwbanquetfurniture.com](mailto:aaron@lwbanquetfurniture.com) to ensure a trouble free delivery

<b>1</b>	DO YOU HAVE A LOADING AREA THAT INCLUDES A STANDARD <b>52"</b> DOCK THAT CAN ACCOMMODATE A TRACTOR TRAILER?	YES	NO		
	Comments				
<b>2</b>	IS YOUR LOADING DOCK LOWER THAN <b>52"</b> ?	YES	NO		
	Comments				
<b>3</b>	DO YOU REQUIRE A LIFTGATE ON THE TRUCK TO UNLOAD?	YES	NO		
	Comments				
<b>4</b>	DO YOU HAVE A FORKLIFT ON SITE?	YES	NO		
	Comments				
<b>5</b>	DO YOU HAVE A PALLET JACK ON SITE?	YES	NO		
	Comments				
<b>6</b>	DO YOU HAVE STAFF TO ASSIST IN THE UNLOADING PROCESS?	YES		NO	
<b>7</b>	HAVE YOU MEASURED ALL DOORWAYS AND ELEVATORS TO CONFIRM THAT THEY WILL ACCOMMODATE THIS ORDER?	YES		NO	
<b>8</b>	DO YOU HAVE ANY TURNS SHARPER THAN A RIGHT ANGLE OR ANY OTHER HALLWAY RESTRICTIONS?	YES		NO	
<b>9</b>	WILL FURNITURE NEED TO BE CARRIED UP ANY STEPS OR STAIRS DURING THE DELIVERY PROCESS?	YES		NO	

CONFIRM DELIVERY ADDRESS AND HOURS

ON SITE CONTACT NAME AND PHONE NUMBER

It is the sole responsibility of the receiving property to make preparations before receiving the furniture. Lion's Wood Banquet Furniture will **not** be held responsible if the furniture pieces are unable to be transported or placed in the necessary event space.



**You must report any concealed damage within five (5) days after receiving the shipment or freight claims cannot be filled. All shipping cartons must be retained in order to qualify for a freight claim.**

## LION'S WOOD

PHONE| (886) 822-5374  
EMAIL| [info@lwbanquetfurniture.com](mailto:info@lwbanquetfurniture.com)  
WEB| [www.lwbanquetfurniture.com](http://www.lwbanquetfurniture.com)