

# Equipment Delivery Guide

Account \_\_\_\_\_ Invoice # \_\_\_\_\_  
Arrival Date \_\_\_\_\_ via \_\_\_\_\_ Tracking # \_\_\_\_\_

## Guidelines for Delivery

1. Inspect the item(s) carefully BEFORE signing the delivery bill/receipt.
2. Remove all packaging (plastic, cardboard, wooden crate) in order to fully check the item(s) at delivery. The driver is professionally trained to remain on standby until inspection is complete.
3. If damages to any extent are found, note findings on the delivery bill/receipt. Please be as descriptive as possible.  
Example: "dent on right side door, 2 inches"
4. If damages are extensive, note them on the bill/receipt and REFUSE to accept the delivery.
5. In the event that you note damages and receive the unit, please retain all original packaging as the carrier is required to review the materials during the freight claim field inspection. Also, DO NOT MOVE the unit from the delivery location.

## Tips for Set Up and Maintenance

- Store manuals and guides in a secure, dry location for easy reference
- Clear space for opening/closing doors, exhaust fans and pump intake
- In case of emergency, securely mount fire extinguishers nearby
- Regularly check temperatures and look for any leaks or lime buildup
- Remove possible hazards in and around equipment
- Verify the voltage and electrical outlet requirements for each equipment piece
- Consider dimensions of equipment to ensure transport capability and optimal use of space
- Establish a schedule for changing filters, where applicable
- To meet health code requirements, test and calibrate thermometers
- Develop a preventative maintenance plan for compressors, fans, belts, blades, and other replaceable parts
- Contact us to source replacement parts or to address maintenance needs and servicing

## Important Note

Failure to follow the recommendations may result in a claim denial thus risking our ability to credit your account for damages not discovered and disclosed to the carrier at time of delivery.

