

EVOLUTION FIRES UK DELIVERY CHECKLIST



BEFORE DELIVERY

- Scheduled Delivery Date _____ Time Window _____
- Delivery Company's Phone Number _____ Contact _____
- Person Signing & Inspecting the Delivery _____
- Delivery Address _____
- Tracking Number _____



DURING DELIVERY

IMPORTANT: You have about **15 minutes** to inspect your package before you sign any paperwork. If the driver rushes you, report them to the carrier directly.

- Check the name on all crates boxes matches the order.
- Check the Bill of Lading (BOL) to make sure you are receiving your complete order. Some larger shipments may split the order into multiple shipments.
- Check for tears, warping or items that may have shifted.
- Check for signs of **outside damage** such as punctures, tears or exposed product.
- Take photos of any damage **before** signing for the shipment.
- If your order is incomplete or there are signs of outside damage, sign the paperwork as "damaged" or "missing parts", and write down your notes on the Bill of Lading(BOL) and call us immediately at **0151 245 0697**.



AFTER DELIVERY

IMPORTANT: You have **48 hours** to report to us and the shipping company of any concealed damage or issues.

- Before opening the boxes, check all product IDs match your order.
- Double check all required parts for assembling your products are present. If anything is missing, call the manufacturer immediately.
- Make sure your product did not receive any damage **inside** the boxes (concealed damage) during shipment.
- Confirm your product is functioning right away. If any issues come up, call the manufacturer for help.