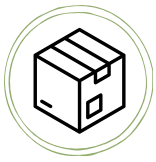


# PRODUCT RECEIVING & INSPECTION TIPS

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## Time of Delivery

- Examine all cartons for visible exterior damage (tears, crushing, punctures, water marks)
- Take clear photos of any damage to the product and packaging
- Highly recommended:** Open up the boxes and inspect the product(s) for any concealed damage.



## Within 48 hours (if not possible at Time of Delivery)

- Open and unpack all items as soon as possible after delivery
- Do not leave items boxed for extended periods, storage, or future installation dates
- Take clear photos of any damage found
- Retain all original packaging until inspection is complete
- Notify Spaces Inc. in writing within five (5) days of delivery
- Delaying unpacking may limit the ability to file damage claims



## What to Look for!

- Cracks
- Dents
- Scratches or chips
- Finish defects (peeling, bubbling, discoloration, uneven stain)
- Broken, loose, or missing components or hardware
- Damage to edges, corners, and finished surfaces
- Wobbling, misalignment, or instability
- Upholstery issues (rips, tears, stains, seam separation)
- Issues with moving parts or mechanisms

