



Truck Shipping & Receiving Agreement

We use major trucking companies to ship our larger products. Before we can ship your order, you must confirm that you understand and agree to our freight policy. Please read the following and acknowledge your agreement by signing below and emailing to orders@halifaxhoods.com.

Please be aware that it is **YOUR RESPONSIBILITY** to offload your equipment at the time of delivery. You must have the necessary equipment and/or manpower available at that time. You may have requested liftgate service on your order to assist in unloading, but be advised that some carrier terminals do not permit the use of a liftgate for hoods 8' or longer for safety reasons.

When the truck arrives at your location and your equipment is unloaded, it is **YOUR RESPONSIBILITY** to inspect each piece of equipment for damage **BEFORE** signing off on the driver's delivery receipt and allowing the driver to leave. If you discover damage, please **REFUSE** the freight that is damaged, **NOTE** the damaged equipment on **BOTH** delivery receipts, and notify us right away.

If damage is discovered after delivery has taken place, you must file a concealed damage claim with the freight carrier **within 5 business days**.

It is the **CUSTOMER'S RESPONSIBILITY** to note damaged or missing products at the time of delivery. Once you sign the delivery receipt, you relieve the trucking company and Halifax Hoods of all claims for damaged or missing products.

Also, be advised that any additional freight charges due to delivery refusal, rescheduling of delivery, add-ons such as liftgates or inside deliveries, etc., are **YOUR RESPONSIBILITY**.

Please sign below to acknowledge that you understand and agree to your responsibilities as described above. Feel free to contact us with any questions. We value you as a customer and thank you for your business!

Order Number

Signature

Date