TRANSPORT DELIVERY CHECKLIST

Location:		Date:		Floo	oring Source:		/ anufa	cturer	
Model:Year			SN #: Size:		_ Size:				
Customer Name / Stoc									
ARE THERE PARTS IN HOME?		?	YES OR NO		FAX TO CENTRAL			OFFICE:	
1) FRONT & BACK CHECK SHEET.		2) DRIVER'S CHECK SHEET.		3) PARTS I			IVOICES		
	KEY:		S-SATI	SFACTORY	D-DAMAGED		M-MISSI	NG	
Exterior	S	D	М	_	Interior	S	D	М	
Front Light Fixture				ĺ.	Doors / Frames]
Back Light Fixture					Locksets				
Hitch End Light Fixture					Interior Storm Window	v]
Siding & Trim					Mini Blinds				
Soffit					Curtains / Drapes]
Fascia					Carpet]
Window Glass					Vinyl Floor-Kitchen			1	
Window Screens					Vinyl Floor-Dining				
Shutters					Vinyl Floor-M/Bath				
Front Door					Vinyl Floor-2/Bath]
Front Storm Door					Vinyl Floor-Utility]
Rear Door					Vinyl Floor-Foyer]
Rear Storm Door					Interior Walls]
Sliding Patio / SCR					Master Bath-Tub]
Hinged Patio / No SCR					Shower]
Roof					Cabinets				
Gutter				1	Toilet				1
Fireplace Pipe / Cap				Ì	Kitchen Cabinets				1
Roof Vents / Caps					Appliances				1
Outriggers				1	Mirrors				1
Floor Insulation						Count	# Miss	sing	-
Tires	#		Flats		Light Fixture / Globes		_		Describe on Page 2 &
Sky Lights				I	Ceiling Fans / Globes				Drivers Check Sheet
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Remember, all damage & missing items must be written on Driver Check Sheet in addition to this sheet. If you need more room than allotted on Driver Check Sheet, turn it over & write on back & note on front side, see back side of this for further damages. If you write on back of Driver Check Sheet, make copy of front & back. Make sure you fax the front & back to the central office.

Inspected By:_____

Date:_____

ARRIVING INVENTORY CHECK-IN

SN #_____

GUTTER:	QTY-	COLOR-		
UPPER MANSARD:	QTY-	COLOR-		
"J" RAIL:	QTY-	COLOR-		
MIDDLE METAL:	QTY-	COLOR-		
DIVIDER BAR:	QTY-	COLOR-		
LOWER METAL:	QTY-	COLOR-		
STARTER RAIL:	QTY-	COLOR-		
FULL METAL:	QTY-	COLOR-		
SHUTTER:	QTY-	COLOR-		
FASCIA:	QTY-	COLOR-		
SOFFIT:	QTY-	COLOR-		
CORNER TRIM:	QTY-	COLOR-		
SIDING:	QTY-	COLOR-		
SHUTTERS:	QTY-	COLOR-		
SHINGLES:	QTY-	COLOR-		

*NOTE: FACTORY COLOR MUST BE INDICATED ON ABOVE DAMAGE CHART

List below in detail any defects or missing items checked on front: