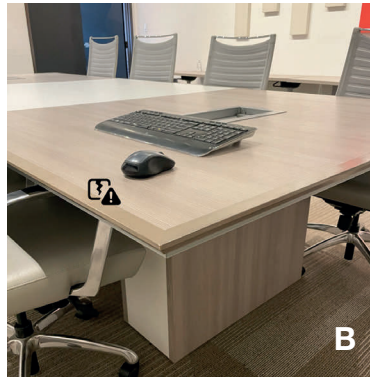


In order to process your Punch Request in a timely manner, please use the following guidelines when submitting photos:

1. If claiming product damages*, you **MUST** provide photos taken on or shortly after receipt.
2. Furthermore, if the items were packaged, you **MUST** provide photos of the entire pallet and crate that shows the damage.
3. In all cases (even if damages are not noticed until on a job site) **TAKE AT LEAST 3 PHOTOS PER ITEM:**
 - (A) A wide-angle shot that shows the entire unit.
 - (B) A shot from about 24" away showing the damaged spot(s).
 - (C) A closeup from about 6" away from the damaged spot(s).



If you have any questions or concerns, please contact your Account Manager.

*All orders must be inspected at time of receipt for damages/completeness. All damaged packaging or missing items must be noted on the driver's Bill of Lading (BOL) prior to the carrier leaving. Please make sure that your receiver scans, copies or takes a photo of the driver's document (Bill of Lading) with your damage notations listed. DeskMakers must be notified of any damages or missing items within five (5) days of delivery to process a Freight Claim.