

PRODUCT INFORMATION CONCERNING SHIPPING and HANDLING

RECEIVING:

Regardless the mode of transportation, upon receiving, each piece should be inspected and checked against the Packing Slip / Bill of Lading.

INSPECTION:

Note damaged or missing items on the Bill of Lading and notify the carrier's agent (*truck driver*). Obtain a signed acknowledgement of the damage or shortage at the time of unloading. **DO NOT** dispose of or return damaged items. Replacement materials must be re-ordered on a separate Purchase Order. Shipments are FOB factory – *Wallace, Idaho*. Once materials are loaded and leave the Spunstrand® Inc. factory, title of materials pass to the consignee – *customer*. If you do not note the damage and assist in filing a freight claim, any warranty work or replacement parts will be charged to the customer.

UNLOADING:

Small parts may be unloaded by hand but not thrown off the truck. Handle parts carefully, being sure not to scratch the interior surface or damage the ends.

- **DO NOT** push or roll duct off the truck with a fork lift.
- **DO NOT** use hooks to lift duct.
- **DO NOT** use wire rope or chains as a sling to lift large duct.

If slings are to be used, they must be a minimum of 4" wide webbed nylon or canvas. On 20 foot lengths of large duct, two slings should be placed approximately 7 feet in from each end, and the load lifted evenly. On 40 foot lengths, three slings placed at 10 foot intervals should be used.

STORAGE:

It is important that the resin and glass materials be stored out of the weather in a clean, dry location within a maximum temperature of 77°F. Cover all product (glass, duct) with a protective tarp. The glass materials and product should be covered to protect them from rain and snow. Keep resin out of the sun and store in an area where the temperature will not fall below 60°F. Read the labels on all containers, the labels contain information about health and safety considerations as well as storage.