



# 2018 Receiving Form: Notice of Incoming Goods

## IMPORTANT TERMS & DISCLAIMERS

**This form must be completed in full, as applicable, at least 48 hours prior to items being received.**

### \*ALL SHIPMENTS MUST INCLUDE A DELIVERY MANIFEST

- Failure to obtain required documentation will result in minimum handling fees of \$125.00. Additional fees may be required if items need to be counted, if H&W needs to hold the shipment before processing and/or if the shipment needs to be returned.

### Damages & Defects:

- Allowance per order is 2%. H&W is not responsible for supplied materials and will contact you after visually inspecting received items for any damage to boxes and/or items within 5 days of receipt of goods. We limit our liability to no more than \$20/unit.

### Receiving Notice Requirements:

- H&W requires appointments for receiving and picking up of shipments, excluding UPS and FedEx.
- H&W requires prior notice of incoming goods of at least 48 hours with tracking information.

### Optional Counting Fees:

- If a customer pays for H&W to count received goods, H&W is responsible for confirming quantity of received goods, and then becomes liable for those confirmed goods. If this option is waived, H&W will not count goods at time of receipt, and customer remains liable for any shortage of goods. Please contact your H&W representative for counting fee estimates.
  - I would like H&W to count my items upon receipt.
  - I waive the option of H&W counting my items upon receipt.

### Additional Information:

- Receiving and Fulfillment warehouse hours: 8:00 AM - 6:00 PM, Monday - Friday.
- Receiving Coordinator: David @ 404.791.9931

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By signing and dating this form, I agree to the terms and disclaimers as outlined in this document. I also understand that it is my responsibility to submit this form at least 48 hours prior to H&W receiving the items listed on said form. I understand that by not doing so, I accept all responsibility of any issues arising during the incoming shipping and receiving process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Company \_\_\_\_\_

**PLEASE COMPLETE THIS FORM, SIGN AND DATE THE TERMS AND DISCLAIMERS ACKNOWLEDGMENT**

Customer Contact Name & Information \_\_\_\_\_

Number of Different Items \_\_\_\_\_ Total Number of Boxes \_\_\_\_\_

Total Number of Skids \_\_\_\_\_ Size of Skids \_\_\_\_\_ Skid Height \_\_\_\_\_

**\*ALL SHIPMENTS MUST INCLUDE A DELIVERY MANIFEST**

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_

Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_

Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_

Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_

Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_

Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_

Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_

Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_

Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

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Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

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Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_

Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

INDIVIDUAL ITEM INFORMATION CONTINUED

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_  
Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_  
Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_  
Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

Item Disposition \_\_\_\_\_ Item # (if applicable) \_\_\_\_\_  
Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_  
Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_  
Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

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Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_  
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Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_

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Item Quantity \_\_\_\_\_ Number of Boxes \_\_\_\_\_ Quantity Per Box \_\_\_\_\_  
Vendor Name \_\_\_\_\_ Carrier/Shipping Method \_\_\_\_\_  
Tracking Number \_\_\_\_\_ Arrival Date/Time at H&W \_\_\_\_\_


**IN ORDER TO LIMIT RECEIVING ISSUES PLEASE PROVIDE PHOTOS OF EACH ITEM.  
YOU CAN SEND PHOTOS, BY EMAIL, TO YOUR H&W CONTACT.**


**All items for warehousing and/or fulfillment  
must be sent to our H&W Receiving Department:**

1739 Sands Place  
Suite A – Loading Dock  
Marietta, Georgia 30067  
770.951.9800



 [info@hwprinting.com](mailto:info@hwprinting.com)

 770.951.9800

 [hwprinting.com](http://hwprinting.com)

 1724 Sands Place Marietta, Georgia 30067