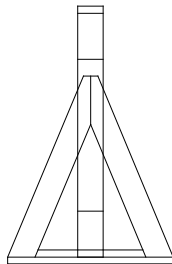


RECEIVING INSTRUCTIONS

- Inspect Shipment upon arrival for any signs of damage or mishandling of the crate(s). Crates containing glass should have remained upright in transit to prevent damage.

Crate in upright position with a-frame supports



- Do not hand over a clean receipt to the carrier before checking the glass (also the packaging) for damages or loss.

What to do in case of damage in transit?

- Upon suspicion of damage or loss make a remark on the receipt indicating the found or supposed damage (e.g. glass is damaged, packaging is wet, 1 crate is missing, crate missing vertical supports, etc.).
- The carrier should countersign the receipt indicating with your remarks.
- Do not change the condition of the packaging and the goods until the adjuster arrives, unless it is to prevent further damage or for safety reasons. Ideally photos should be taken of the damaged goods before and after taking measures for loss minimization.
- Immediately inform Depp Glass (if possible, on the same day) in order to coordinate further steps with the carrier.