

DELIVERY CHECKLIST

NAME _____

CONTACT PHONE/EMAIL _____

ADDRESS TO PLACE OF DELIVERY & ADDITIONAL INSTRUCTIONS:

ALL DELIVERIES INCLUDE DELIVERY & SETUP - HERE ARE THE EXCEPTION (**PLEASE INITIAL**):

_____ **All deliveries will be finalized via text message from (940) 412-6608 by 12pm, the day before the scheduled delivery. ONCE FINALIZED NO CHANGES WILL BE PERMITTED FOR DELIVERY.**

_____ UNLESS A RESPONSIBLE PARTY (18 OR OLDER) IS PRESENT TO SIGN FOR THE FURNITURE, THE FURNITURE WILL NOT BE LEFT.

_____ IF WE ARRIVE IN THE 3 HOUR WINDOW AND NO ONE IS PRESENT OR WE ARE UNABLE TO GET IN CONTACT WITH YOU, THE DELIVERY FEE WILL BE CHARGED, AND AN ADDITIONAL DELIVERY FEE WILL BE REQUIRED FOR REDELIVERY.

_____ WE DO NOT MOVE ANY EXISTING FURNITURE (INCLUDING MATTRESSES).

_____ THE AREA IN WHICH THE FURNITURE IS TO BE PLACED MUST BE CLEAR OR ITEMS WILL BE LEFT NEARBY UNASSEMBLED, AS SUCH DELAYS AFFECT FUTURE DELIVERIES.

_____ NO ITEMS WILL BE DELIVERED UPSTAIRS (NO EXCEPTIONS).

_____ IF ITEMS DO NOT FIT THROUGH DOORWAYS, ITEMS WILL BE LEFT WITH THE CUSTOMER OR RETURNED FOR STORE CREDIT. OUR DELIVERY CREW WILL NOT REMOVE DOORS OR ALTER THE HOME IN ANY WAY. * IF PURCHASING AN L-SHAPED DESK, THE DOOR MUST BE A MINIMUM OF 34" WIDE IN ORDER TO DELIVER.* DELIVERY FEE WILL NOT BE REFUNDED ON RETURNED FURNITURE. *

_____ ANY ITEMS REJECTED ON DELIVERY WILL BE RETURNED FOR **STORE CREDIT ONLY**.

CUSTOMER SIGNATURE _____

FOR SALES ASSOCIATE -

DELIVERY DATE & TIME: _____ ROUTE: ____ SO#: _____