



RJ THOMAS
fine furniture & accents

Receiving/Warehouse Release Form

I understand that all items must be “deluxed” prior to in-home delivery and set-up. (Deluxing is a normal part of furniture receiving and delivery which includes, but is not limited to, touching-up minor blemishes, installing hardware, removing packing marks and tape residue, and cleaning and polishing) I understand that it is the responsibility of the warehousing and delivery facility I have chosen to receive, inspect, “deluxe” and deliver my merchandise. I also understand that my chosen receiver may or may not charge me a fee for the above-mentioned services in addition to their normal receiving and delivery fees and those fees are not the responsibility of RJ Thomas, Ltd.

I also understand that if items are damaged in transit from the factory to my selected receiver, it is the responsibility of my receiver to note such damage on the freight bill, to keep all packaging materials, and to notify me and RJ Thomas, Ltd immediately of such damage. It is also the receiving warehouse’s responsibility to supply RJ Thomas with necessary digital photographs by email and to fax RJ Thomas photo copies of the freight bill with the noted damage. Failure of my receiver to note damage within the time frame necessary to file a freight claim (usually 7 days) releases RJ Thomas, Ltd of all financial responsibility with respect to such damage.

I also understand that manufacturing defects in merchandise ordered through RJ Thomas, Ltd will remain the responsibility of RJ Thomas to repair or replace. However merchandise delivered outside the metropolitan areas serviced by RJ Thomas may require additional time to facilitate such repair or replacement, and additional charges for services outside the normal RJ Thomas service areas will be my responsibility.

Further, I understand that when merchandise leaves the factory, it travels by commercial freight carrier and any and all estimates of delivery time are subject to the carriers’ availability to perform to their stated estimate and that RJ Thomas, Ltd has no control over such delivery times.

Name of my Receiving/Delivery Co: _____

Name of my business: _____

Name of person signing (print): _____

Signature: _____

Date: _____

For Office Use only:

Company ID: _____

Contact Name: _____