

GOODS RECEIPT INSPECTION

Checklist for Receiving
Equipment



GOODS RECEIPT INSPECTION

Checklist for Receiving Equipment

Thank you for choosing Ischebeck Nordic AS as your supplier of formwork equipment. To ensure a correct delivery, we kindly ask that a goods receipt inspection is carried out immediately upon delivery.

Please check the following:

- ☐ **Delivery note**
 - Is the correct product type and specification delivered?
 - Does the quantity correspond with the delivery note?
- ☐ **Visible damage**
 - Check for damage to equipment, pallets, or packaging.
- ☐ **Reporting discrepancies**
 - Any shortages, errors, or damage must be reported within 2 working days.
- ☐ **Packaging for return**
 - Retain pallets, frames, dunnage, rubber spacers (wall formwork), and other packaging materials. This ensures returns can be packed in accordance with the return instructions.

PURPOSE OF GOODS RECEIPT INSPECTION

- Prompt clarification of any errors or shortages
- Helps avoid delays to your project
- You will not be charged for missing equipment
- You will not be charged for damage present at the time of delivery

Goods receipt inspection supports effective logistics, traceability, and continuous improvement. Thank you for your cooperation.