



TO: _____ AT: _____

KDR DESIGNER SHOWROOMS FURNITURE RECEIVER REQUIREMENTS

Our customer has requested furniture purchased through KDR Designer Showrooms Inc. be shipped to your facility for receiving, prepping and delivery. The customer will pay you directly for these services. The products will be tagged KDR Designer Showrooms Inc. with the purchase order number shown on the order confirmation being sent to you. Please contact us at **314-993-5020 ext. 3022** if you have any questions or for pre-authorization to deliver once product has been received.

*****DO NOT DELIVER WITHOUT AUTHORIZATION FROM KDR*****

RESPONSIBILITIES OF THE RECEIVER

ALL FURNITURE

GENERAL PREPARATION REQUIREMENTS:

- **INSPECTION OF THE PACKAGE** – At the time of receipt, the packaging should be thoroughly inspected for damage. If damage to the packaging is found, the product must be opened immediately and inspected. Damage must be noted on the driver's and receiver's copy of the freight bill or bill of lading and the merchandise should be either refused or determined if it can be repaired at your facility. Use digital photos to document all damage to packaging and product.
- **VERIFICATION OF LABELING** – At the time of receipt, and immediately prior to unpacking, the package labeling must be compared with the order to verify that the contents are correct in terms of style number, finish and any special requirements.
- Care must be taken to avoid damaging the merchandise when unpacking it and any instructions on the carton pertaining to unpacking should be followed. One must be aware of the location of the contents in the carton, particularly when using a box knife to open it.

WOOD FURNITURE – Handling and vibration in transit can cause rub-throughs on edges, dents, chips and scratches. Consequently, deluxing is required in most instances. This consists of the removal of all dust inside and out with a tack cloth, touching up rub-throughs, scratch removal, and burn-ins on nicks and dents.

UPHOLSTERED FURNITURE – Check all legs and exposed wood components for scratches and minor damage; touch-up and burn-in as needed. Check all outer edges for crushing caused by wrapping and transport; regulate and adjust all over to smooth upholstered edges and welt lines. Steaming may be required to eliminate any wrinkling of fabric caused by wrapping. Remove any loose lint and trim loose threads, if found.

DAMAGE AND REPAIRS

- Documentation including photos of any damage and a detailed description should be emailed to jillb@kdrshowrooms.com no later than the following working day.
- Keep all packaging that was used by the manufacturer for packaging the product.

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Kansas City

8510 Marshall Drive
Lenexa, KS 66214
Tel: 913.859.0400
Fax 913.859.0483

St. Louis

11660 Page Service Drive
St. Louis, MO 63146
Tel. 314.993.5020
Fax 314.993.6551

Minneapolis

275 Market St., Ste. 408
Minneapolis, MN 55405
Tel. 612.332.0402
Fax 612.332.0433



KDR DESIGNER SHOWROOMS FURNITURE RECEIVER REQUIREMENTS

- For items that can be repaired by your firm please include an estimate for performing the repairs. KDR will handle the freight claim if necessary at that time. Any repairs made without authorization from KDR will not be reimbursed.
- Under no circumstances should a damaged piece of furniture be delivered.
- Do not deliver any item(s) until KDR has been notified and delivery has been authorized.
- KDR and our manufacturers will only honor damage claims prior to the delivery of the furniture to the end user. Any damage discovered to the product upon delivery or after delivery is the responsibility of the receiving company.

KDR Customer / Name

Phone Number

Email Address

Client Name & Delivery Address

Phone Number

Street Address | City | State | Zip

For any questions please call
Jill Blackmore at 314.993.5020 ext. 3022
or Russell Lundy at ext. 3005.

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