



POST ORDER RECEIVING CHECKLIST

To Whom It May Concern:

Thank you, for your recent order. Please accept this invoice as your order acknowledgment. Please review the invoice and advise us of any inaccuracies immediately. In an effort to anticipate problems before they occur, please remember the following:

Important Information Regarding your Order.

- If an item appears to be damaged simply refuse shipment.
- All products are made-to-order and NOT returnable unless manufacturers defect.
- Sometimes a box is damaged but the product appears to be fine. Be sure to note the damaged box on the sign sheet before your final signature. For example: write, "Box damaged in lower corner". This helps us reference any problems with the manufacturer or freight service.
- If you have any concerns regarding your order, do not hesitate to make the driver wait as you phone our office for consultation, 262-373-1104.
- **IMPORTANT! Concealed damage has a very limited time frame to file a claim, usually 3-5 business days. Please open and inspect all boxes as soon as possible.**
- If anything is damaged please keep the packaging it came in.
- Please organize all paperwork including signed shipment receipts, packing lists, etc.

As a small business, Pro Wisconsin appreciates having an organization like your as our client. In addition, we look forward to our role as your furniture and facility equipment specialist. Thank you again for your business.

Sincerely,

Dan Mowbray, President
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