

## ACCEPTANCE OF GOODS SUBJECT TO VERIFICATION

Dear Customer,

In order to proceed according SPT insurance policy in case of transport damage it is always necessary to specify on the delivery note or electronic pad "ACCEPTED SUBJECT TO VERIFICATION /UNCHECKED", describing the motivation (damaged packaging etc.).

- In case of externally visible damage and / or missing quantities: sign for goods writing "for damaged" on the delivery, or refuse to accept and withdraw damaged goods in order to avoid losing the rights for compensation or replacement.
- In case of a hidden damage, not visible outside: sign for the delivery **acceptance subject to verification/unchecked**. Any discrepancies, no matter how minor, should be immediately reported to the freight company and to the supplier. In this way, customer will be better guaranteed.

Each delivery must be promptly examined to verify if there are damages or missing items. If the Carrier refuses to deliver acceptance subject to verification / unchecked, please do not collect goods and contact us immediately.

IMPORTANT: Missing acceptance subject to verification / unchecked, with relative motivation, will not allow us to activate the insurance claim for damages.

SALES PRINTING MANAGEMENT

QUALITY MANAGEMENT