

Packing and Site Receiving Checklist

Align factory packing evidence with destination handling.

BEFORE DISPATCH

☐	Package count and packing list	
☐	Fixture and hardware labels	
☐	Glass and finished-face protection	
☐	Package dimensions and gross weights	
☐	Loading sequence and inspection record	

BEFORE ARRIVAL

☐	Site delivery slot	
☐	Vehicle, lift and doorway limits	
☐	Unloading labor and equipment	
☐	Dry storage and protected staging area	

AT RECEIVING

☐	Count packages before signing	
☐	Photograph external damage	
☐	Quarantine damaged packages	
☐	Match labels to the installation sequence	
☐	Record exceptions immediately	

PROJECT NOTES / OPEN DECISIONS

Scope note: This planning tool does not replace approved drawings, a signed quotation, a purchase contract, destination code review or professional site verification. Record all project-specific commercial terms in the signed documents.