

ARTESIA

4077 PONCE DE LEON BLVD
CORAL GABLES, FL 33146
Ph 305-445-3212
Fax 305-446-1168

CUSTOMER PRE-SHIPPING CHECKLIST

Billing Information

Order Number:	
Credit Card:	CV Code:
Expiration Date:	
Card Holder's Name:	
Billing Address:	
Phone:	

Shipping Information

Shipping Address:
Phone:

- * Check this box if the delivery is going to a residential address.
- * Check this box if the use of a lift gate is needed at the time of delivery.

Special Notes

- * Your account will be charged retroactively if the shipping services above are not selected prior to shipping.
- Stock items usually ship within 14 days, unless requested otherwise. Please allow 60 -90 days for back orders.
- Visual freight damage must be noted on delivery receipt at the time of delivery before the carrier leaves the site, or freight must be decline.
- Concealed or other damages or shortage should be reported to shipped within 5 days of merchandise receipt.
- Artesia will not be responsible if not notified within 5 days and it will be up to the consignee to file a claim with the carrier for damages.

Signature

Date