



Mincey Marble Mfg., Inc.

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DATE: _____ PROJECT: _____

APPROXIMATE ARRIVAL DATE OF MATERIAL ON SITE: _____

**RECOMMENDED PROCEDURES FOR UNLOADING AND SPREADING OF
COMMERCIAL SHIPMENTS**

Mincey Marble products are packed in wooden crates. By nature, these crates are very heavy (2000-3000 lbs.) and require that a forklift be available to both unload the crates and to spread them to where the material will be unloaded from the crates for installation. A forklift with a minimum lift capacity of 5000 lbs with forks at least 60" in length should be used to unload, and not a "Lull" type lift. The reason for this is that forks on these types of lift machines do not have 60" forks, and are not suitable for unloading and handling crates of material that exceed 72" in length. Many of our crates exceed 72" in length (up to 96" or more in most cases). Use of shorter than 60" forks will result in breakage of material inside the crates. Many times this damage is not visible, as the bottom four or five panels are usually the ones that are broken in the crate, and the panels on top of them conceal this damage until the crates are being emptied. Breakage that occurs from using short forks is not the responsibility of Mincey Marble Manufacturing.

Generally speaking, we ship our material on a flatbed truck and the crates can be unloaded from the side of the truck. It is important that the person who unloads the truck be an experienced lift operator as the products are fragile until they are installed. If a crate is dropped or otherwise mishandled, it is likely that breakage will occur.

The Trucking Companies that deliver our freight are not affiliated with Mincey Marble. They are a contracted source. They do not offer either unloading services or a forklift system. Trucking Companies allow a two-hour span from the time that they enter the property until they pull out of the property to begin their next project. If the truck is not unloaded within this two-hour time frame, back charges may be incurred against the Receiver.

Be sure to look for the packing list. It will be attached to the Driver's Bill of Lading. The packing list shows what was ordered, shipped and if applicable, backordered. This list is very helpful to the installation process and can prevent serious mistakes. If you cannot find your packing list, please call us and we will be glad to fax it to you.

After the crates have been unloaded, we recommend that they be placed in a safe, dry location. If they cannot be located inside the building or a trailer, the next best option is to place them outside on a smooth, flat surface, to eliminate the possibility of the crates warping and causing damage to the material inside the crates. The crates, if placed outside, should be covered with tarps to protect the material from the elements (rain, excessive ultraviolet light, ice, snow, etc.). The crates should be completely covered by these tarps, including the ends of the crates.

Please note that extra care should be taken with the handling of all materials and especially tub surrounds which are exposed to temperatures at or below freezing (including temperatures below 50 degrees F), as they will become somewhat brittle. This is especially true for our surrounds that have a design molded into them. As the material is brought inside and warm up to normal room temperature, they will revert back to their normal condition and be much more easily handled.

We recommend that no more material be removed from the crates than will be installed that day. Please remember that these materials are fragile until they are installed. If the tub/shower surrounds and vanity tops are set out prematurely and excessively handled or walked on or stepped on, they will become damaged and/or warped.

Finally, we recommend that you choose an installer who specializes in installing and handling cast marble and who has extensive experience. This person will normally be able to produce references. You are making a significant investment in bath fixtures and the ability of the installer will determine the appearance of the finished product. If you need suggestions on installers, please call on us.

For questions or comments, call us at (800) 533-1806 ext. 28 and ask for the Shipping Department.

IF A CRATE ARRIVES DAMAGED, PLEASE NOTE THE DAMAGES ON THE BILL OF LADING AND TAKE PICTURES OF THE DAMAGED CRATE TO SEND TO MINCEY MARBLE. EMAIL ANY PHOTOS OF DAMAGES TO CHRISTIE PALACIN AT cpalacin@minceymarble.com.