

Shipping Release Liability Waiver

Complete this form and email it to Jonathan E. Smith at jsmith@schoolcraft.edu

Schoolcraft College will agree to accept incoming deliveries of packages, pallets, or other materials for set-up on your behalf.

All incoming goods must be sent to the attention of your Account Manager: Jonathan E. Smith, 18600 Haggerty Road, Livonia, MI 48152-2696.

These materials will be staged at the Dock and delivered to VisTaTech or can be picked up by the vendor.

The College will not be held liable for any damage, shortage, or missing items as we have no method to inspect contents of incoming goods. This responsibility is the sole concern of the vendor and its freight contractor. The College will make every attempt to note any damaged or missing items that are received and note as such on the bill of lading. The College will not pursue any claims on the vendor's behalf.

We recommend that upon delivery to our Dock, you inspect your shipments for anything that is missing or damaged. All goods shipped to the College are the responsibility of the vendor.

Vendor Information

Company/Organization: _____

Address: _____

Primary Contact Name: _____

Telephone: _____

E-mail address: _____

Authorized Signature: _____ Date: _____

Print Name: _____

Others to be contacted when shipment arrives:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

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