SHIPPING CHECK LIST

BOL # _____   DATE:_____

	Print Name
1. Verification of loading order - performed by different shipping team member(s).	

2. Verify that the following match:
   a. Stock Tag Numbers vs Ship Tag Numbers
   b. Piece Counts vs Tag Piece Counts and BOL Piece Counts
   c. Tag Numbers vs Bundle Tag Numbers and BOL Tag Numbers	

3. Correct packaging.	
4. All sheets in bundles are aligned and square on the pallets. Boards are aligned in stacks of multiple bundles.	
5. Check each bundle for visual defects*. (Rust, edge damage, and surface defects)	
6. Remove flags from load.	
7. Attach check sheet to our signed BOL.	