



## **ATTENTION RECEIVING DEPARTMENT**

**AJ ADHESIVES LIQUID ADHESIVES MUST BE KEPT ABOVE FREEZING AT ALL TIMES**

**ALL CONTAINERS MUST BE INSPECTED BEFORE SIGNING THE CARRIERS DELIVERY RECEIPT**

When a liquid adhesive arrives, open the container(s) and examine the contents for the following conditions prior to signing the carrier's delivery receipt:

- Adhesive temperature below 32 °F or 0 °C
- Coagulation resembling cottage cheese
- Water separation in the product
- Hard frozen product

\*If freeze indicator was used you must still check the product as mentioned above.

**IF YOU DISCOVER ANY OF THESE CONDITIONS AND THE BILL OF LADING IS MARKED "PROTECT FROM FREEZING" REJECT THE SHIPMENT AND STATE YOUR EXCEPTION IN WRITING ON THE DELIVERY RECEIPT. IF YOU CHOOSE TO RECEIVE THE SHIPMENT, YOU ASSUME RESPONSIBILITY FOR THE CONDITION OF THE FREIGHT RECEIVED. IF YOU DISCOVER A PROBLEM AFTER THE CARRIER HAS LEFT, CALL THE CARRIER AND REQUEST AN IMMEDIATE INSPECTION. FOR OTHER QUESTIONS, CALL YOUR AJ ADHESIVE CUSTOMER SERVICE REPRESENTATIVE AT 314.652.4583**

### **KEEP IN MIND:**

- Place purchase orders early in the week so that the product is not in transit over weekends
- Be sure to always keep liquid adhesives in storage areas at or above 55 °F and away from open doors, cold areas, or any areas exposed to cold conditions
- Please be sure to inspect all liquid adhesives products upon delivery in the presence of the carrier's driver to ensure there is no evidence of frozen product. If this is not done, and the receiver accepts the goods, it is assumed that the goods are not frozen at the time of delivery and it becomes the responsibility of the consignee
- Order truckload quantities when possible to receive additional heat protection
- Transit times may vary due to unpredictable weather/road conditions; encourage customers to buffer transit to ensure timely delivery