



presenting

**mambo—
unlimited
ideas**

utu. theia
lamps CREATIVE TILES

www.mambounlimitedideas.com | www.utulamps.com | www.theiatiles.com

Date of Submission ____/____/____

SHIPMENT FORM EUROPE

MANDATORY DELIVERY PROCEDMENTS

1 - Condition of goods must be verified upon arrival. If the deliverer does not wait for the inspection of goods, this should also be clearly written in the delivery note as **“Under Reserve – not verified. Driver did not wait for verification”**.

This note on the delivery document is critical, without this procedure the insurance company will not pay for the damaged goods.

2 - Any claim must be submitted with photographic evidence of the damages by email to **andre@mambofactory.pt**, within 24h after goods have been received. To go forward with a claim, ask your account manager for the **Shipping Claims Procedure**. The package of goods must also be kept for claim purposes.

3 - **Changes in delivery address are only allowed until the balance payment is done.** In exceptional cases we may allow changes to the address after goods have been shipped which will imply a surcharge of 25€ that will be charged to the client. In case of change a new form with new information must be submitted by e-mail to your Account Manager again, otherwise the changes will not be considered.

CLIENTS DETAILS

Invoice Name _____

Project Number _____

Billing Address _____

Postal Code _____ City _____ Contact Number _____

DELIVERY DETAILS

Transport will be exclusively door to door, goods will be delivered at STREET LEVEL IN FRONT OF BUILDING only.

Unpacking and assembly of goods is a full responsibility of the client and Mambo Factory Lda will not be liable for any damages that might occur during unpacking or assembly of goods.

Full Delivery Address _____

(any change in delivery address
requires a new form to be filled)

Postal Code _____ City _____ Country _____

Person in Charge for

Receiving Goods _____ Contact Number _____

E-mail Person in Charge _____

Transport document without prices necessary?*

YES ☐

NO ☐

*Only valid for deliveries within EU