



Kheops International

P.O. Box 177
Colebrook, NH
03576

Web: www.kheopsinternational.com
Email: sales@kheopsinternational.com
Fax: 800-713-0634

Dear Valued Customer:

Your Kheops order has been packed with special care. So, please unpack carefully!

AFTER CHECKING THE CONTENTS of your order, make sure:

- 1. You did RECEIVE ALL THE BOXES.** Multiple box shipments may arrive a day or two apart – quantity is mentioned on UPS label (top right). You may also contact Local UPS, too.
- 2. Completely UNPACK ALL boxes.**
- 3. DOUBLE-CHECK** to make sure small pieces are not lost in the packing material.
- 4. CHECK** the goods received **AGAINST YOUR INVOICE**, to make sure the item is not **OUT OF STOCK** or **NONE AVAILABLE**

If there are any **BROKEN, DAMAGED OR MISSING ITEMS**, please let us know by **FILLING OUT THE FORM ON BACK** called “**DISCREPANCY REPORT**” and send it to us by

FAX: 800-713-0634

Or E-MAIL: Provide the information requested on the form to:
Attn: Customer Service, “sales@kheopsinternational.com”

Or MAIL: Kheops International inc.
P.O. Box 177, Colebrook, NH 03576

If there is any **BROKEN ITEMS**, please do the following:

- 1. Save all boxes, packing materials, and broken merchandise.**
- 2. If it is not possible for you to fax or Email the form, you may call us at 800-215-8705. In case we need to file a UPS CLAIM, we will ask you to request a “Damage Inspection” UPS within 3 days by calling at 800-742-5877 (press “0” for customer service). In some circumstances, we might need to hear from UPS before any credit/replacement can be issued.**

Despite our best efforts, breakage or errors may occur. We appreciate your patience and understanding. We look forward to assisting with any of your concerns.

Thank you!
The Kheops Team