

Before you fully unpack any unit **READ THIS** *for your protection*

(THIS INFORMATION APPLIES ONLY ON SHIPMENTS WITHIN THE UNITED STATES)

DAMAGE This shipment was packaged and delivered to the carrier with the utmost care to insure safe delivery of goods. When shipment is received and signed for by the transportation company, consignor's responsibility ceases. Do not accept shipment which evidences damage or shortage until agent of carrier endorses a statement of the irregularity on the face of the transportation receipt. Without documentary evidence, claim cannot be filed.

CONCEALED DAMAGE Interstate Commerce Commission has indicated that a carrier is as much responsible for concealed damage as for visible damage in transit. Upon receipt of shipment, promptly unpack and check thoroughly. If concealed damage is discovered, cease further unpacking and request immediate inspection by local agent of carrier. A written report of the agent's findings, with his signature, is necessary to support claim.

SHORTAGE Check shipment against shipping papers. Do not discard packing materials or packing cases until contents have been found to be correct. The removal of badly needed items, before shipment has been checked, may create a shortage. Check all possibilities before reporting a shortage.

CLAIMS If your agent or carrier has been given an opportunity to inspect the shipment, any claim for a shortage or damaged merchandise can be handled as a simple and routine procedure. Claims must be filed by consignee. Shipping terms are f.o.b. Bristol, Connecticut.

LOSS In the event of complete loss, claim will be handled in the same manner as for Shipping Damage or Shortage.
*Note further information below.

SHIPPING DAMAGE OR SHORTAGE

TRUCK SHIPMENT — The original destination freight bill bearing notation of damage or shortage by the carrier and the inspector's report, attached to a certified copy of the original* bill of lading of the transportation company at point of origin, must be available to support claim. All claims will be initiated at point of destination.

EXPRESS SHIPMENT — Should there be damage or shortage, claim must be supported by a certified copy of the original* paid express receipt (whether issued at point of origin or destination) bearing the agent's notation of damage or shortage, or the inspector's report of same attached.

AIR EXPRESS — Claim must be initiated at point of destination. The express agent at point of destination will fill out a "Bad Order Report" which will be returned to party submitting claim. The original invoice, original* air express receipt, "Bad Order Report" and a letter of transmittal, must be submitted in support of claim.

RAIL FREIGHT — Claim will be initiated at point of destination. However, inspection papers filled out by the consignee and endorsed by the freight office of destination along with paid freight bill, original* bill of lading, original invoice or certified copy of same, plus a bill to the freight agent for claim charges, must be forwarded to the Freight Agent at point of origin in support of claim. Shipping charges reimbursed will be those prorated over total weight of shipment involved in the claim.

AIR FREIGHT — Claim must be initiated at point of destination. Claim must be filed by submitting a letter on company stationery with an explanation of the extent of damage or loss and forwarded with a copy of the original* air bill, and original invoice or photostat of same, to the airline having carried the shipment.

*Upon request certified photostatic copies of original papers held by The Superior Electric Company required in support of claims, will be made available.

PARCEL POST / UPS

PLACING CLAIM FOR DAMAGE — For those shipments insured by Parcel Post, the addressee initiates the claim by filling out Post Office Dept. Form 3812, "Request for Payment of Postal Insurance", items 1 through 12. Item 9 is to be other than The Superior Electric Company. The Post Office of address will fill out items 24 through 30 of this form. Damaged material must be returned to the Post Office of address for inspection and shipment to Post Office of Origin. A new purchase order is required by The Superior Electric Company to cover the cost of repairs (or in the case of loss or rifling-replacement order). Damaged material will be repaired and returned. Party named in item 9 of form 3812 will receive reimbursement for repair cost from Post Office Dept.

PLACING CLAIM FOR LOSS — In the event of a report to consignor of loss or rifling of Mail Matter, Post Office Dept. Form 1510 will be filled out by The

Superior Electric Company and Post Office at point of origin. If, after Post Office investigation, the material is not located, Post Office Dept. Form 3812, will be filled out by The Superior Electric Company. This form is then sent to the Post Office of destination where items 24 through 30 will be filled out and returned to the Post Office of origin. Disposition from this point will be the same as stated in the above paragraph — "Placing Claim for Damage".

PLACING CLAIM FOR DAMAGE TO SHIPMENTS BY UNITED PARCEL — The addressee must notify The Superior Electric Company who will notify United Parcel System giving the shippers number and date parcel was shipped. United Parcel will send a representative to inspect the damage and advise proper disposition. A new purchase order is required by The Superior Electric Company to cover the cost of repairs or in the case of loss or rifling, a replacement order. Damaged material will be repaired and returned.



The Superior Electric Company
Bristol, Connecticut 06010-7488

DAMAGE AND SHORTAGE

DID YOU KNOW THAT

SUPERIOR ELECTRIC MANUFACTURES:

MITAS® Motion Controls
MODULYNX® Motion Controls
SLO-SYN® Stepper Motors
SLO-SYN® Micro Series Motion Controls
SLO-SYN® 700, 800 and 900 Series Motion Controls
SLO-SYN® Direct Drive Servo Positioning Systems
SLO-SYN® AC Synchronous Motors
POWERSTAT® Variable Transformers
STABILINE® AC Voltage Monitors

STABILINE® Full Range Regulator Controllers
STABILINE® Automatic Voltage Regulators
STABILINE® Power Conditioners
STABILINE® UPS/Conditioners
5-WAY® Binding Posts
5-WAY™ Test Probes
SUPERCON® Electrical Connectors
LUXTROL® Light Controls (RFI Noise Free)

WE ALSO WANT YOU TO KNOW ABOUT OUR

Distribution Coast-to-Coast and International

FROM COAST TO COAST . . . Superior Electric products are available nationwide through an extensive network of distributors offering literature, technical assistance and fast off-the-shelf delivery of a wide range of models.

In addition, Superior Electric sales engineers and manufacturer's representatives are conveniently located to provide prompt attention to customers' needs. Call the nearest office listed for ordering and application information or for the address of the closest authorized distributor.

BRISTOL

383 Middle Street
Bristol, CT 06010

Tel: (203) 582-9561

TWX: 710-454-0682 – FAX: 203-584-1483

IN EUROPE

Superior Electric Nederland B.V.
Koperwerf 33
2544 EM The Hague, Netherlands
Tel: (070) 679590
TELEX: 31436 Supe nl
FAX: 011 31 70 296274

IN CANADA

The American Superior Electric Company, Ltd.
38 Torlake Crescent
Toronto, Ontario M8Z 1B3
Tel: (416) 255-2318
TELEX: 06-967806
FAX: 416-231-6022



The Superior Electric company

Bristol, Connecticut 06010-7488

**TEL: (203) 582-9561 TELEX: 96-2446 TWX: 710-454-0682
Cable Address: SUPELEC FAX: (203) 584-1483**