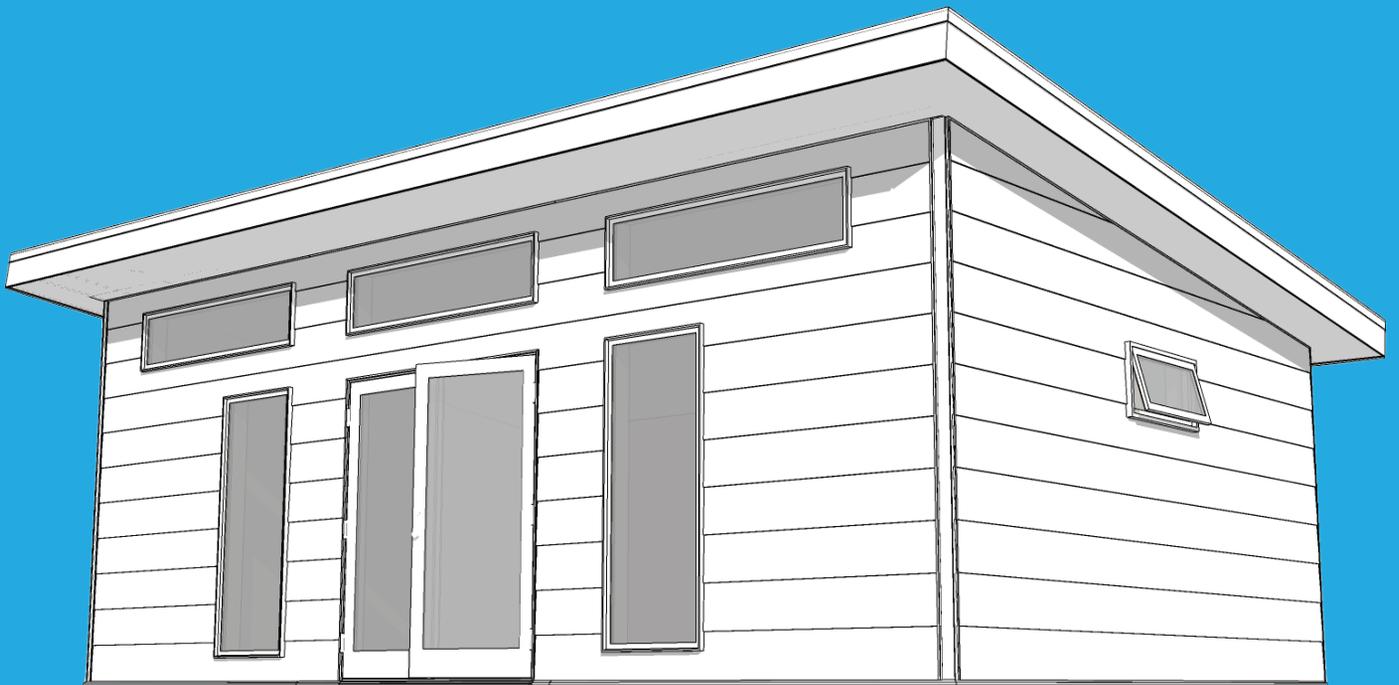




STUDIO SHED[®]

SHIPPING GUIDE



SUMMIT SERIES



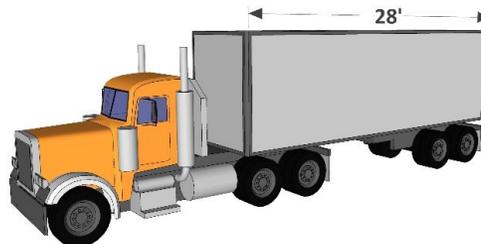
SUMMIT SHIPPING GUIDE

Who is responsible for offloading my shed?

- **DIY:** You or your DIY contractor are responsible for offloading the kit and moving it to the build site. Due to the size of these units, plan to have 3 - 6 able bodies to offload the kit curbside. You will need a drill and a T25 bit to unscrew the walls from the pallets. The driver is not responsible for offloading your kit. **A forklift offload may be available at an additional cost.**
- **ProAssembly:** Your Certified Contractor will handle the offload.

What type of truck will deliver my shed?

- Most Studio Shed deliveries arrive on a semi, hauling a 28ft trailer. In some cases, the delivery company will need to make two trips.
- **It is your responsibility to notify the CER, prior to shipping, if the site has limited access** (i.e. dirt roads, narrow roads, sharp turns, low hanging power lines, weight limits, bridges, etc.).
- Studio Shed will work with you to find a delivery solution that works for your location.



How do I schedule my delivery appointment?

- **DIY:** The shipping company is instructed to call you to schedule a window for delivery. They will not be able to guarantee a specific delivery time, but rather provide a maximum 4-hour window for arrival. The driver is also instructed to call you 1-hour prior to arrival.
- **ProAssembly:** The delivery appointment will be made directly with your Certified Contractor.
- **Where can I track my shipment?** You will receive a fulfillment email when your kit ships. Please call (888) 900-3933 ext. 4 or email shipping@studioshed.com for tracking updates.

What do I do with the leftover pallets?

- **Your kit will arrive on 3-5 pallets, weighing up to 2500lbs each.** Pallets are part of the packaging materials. It is the responsibility of the customer and/or installer to remove and dispose of all pallets. In rare instances, the driver may opt to haul away the pallets, but has no obligation to do so. Fees for failure to remove all debris from the trailer may be charged if debris is left on the trailer.



UNLOADING YOUR STUDIO SHED

1. When the truck arrives, inspect the shipment to ensure everything arrived in good condition. Also check that the name is correct on the pallets and BOL. **In the event you see visible damage, please show the delivery driver and mark clearly what is damaged on the Bill of Lading prior to signing.** It is critically important you notify Studio Shed of any damage immediately. Email images of the damage to shipping@studioshed.com.



Prepare an unloading zone close to the truck or near the build site.

2. Your Pack List is in a shipping slip on the hardware/electrical box. Please locate this document and cross-reference quantities as you remove them from the trailer.
3. Studio Shed recommends offloading “small parts” first. Small parts include: hardware pack, trim pack, sill and top plates.



If you purchased the Lifestyle interior finish package, you will also want to offload flooring, MDF trim, interior paint and bundles of insulation at this time. These components will be found on the ‘rafter pallets’ as shown on the right above.

4. Once the small parts are offloaded, begin offloading the rafter boards. Remove the shipping straps and cut the plastic banding to release the rafter sections. Stage these onto a tarp or other dry, out of the way location.

5. Now you are ready to offload your siding. **If your siding is a James Hardie fiber cement board product, please use extreme caution when handling as they can snap from their own weight.** Refer to the pictures below in reference to proper handling. The siding will be banded in bundles of 4 or 5 boards. If the bundles are too heavy, cut the banding and carry in smaller increments.

When staging the siding, it is very important to keep the plastic sheets between the panels to protect the paint from sticking to the next panel. Each piece of siding will be labeled to correspond with the installation drawings. Store all siding in a dry, out of the way location, preferably on their side.



6. Underneath the siding is the corrugated roof metal. **Studio Shed recommends wearing hand protection while offloading, as the edges and corners can be very sharp.** If you purchased 'Dark Bronze' please use caution as to not scratch the finish. Please 'lift and drop' rather than 'slide' sheets to stack if you have selected this option.
7. You are almost finished! Now it's time for the heavy lifting on your wall panels. You will only want to remove one wall panel at a time. To do so, start from the accessible side of the pallet in the middle of the trailer and work towards the trailer wall, removing only the T25 Torx bracing screws for the panel that is being offloaded. If you remove all the bracing at once, you risk the panels tipping over inside the trailer.

Smaller panels can be moved easily by two able bodies. Larger panels (especially ones with windows and window headers) may require 3-4 able bodies depending on carry distance. **Be very careful not to set a panel down on exposed ZIP sheathing.**

As you remove each panel you will notice shipping blocks with “Remove” written on them. Take note of these blocks because you will need to remove them prior to installation. The roof sheathing will be in between wall panels. Offload these as you come across them. **After you unload all the walls, take the remaining R1 roof sheathing off the bottom of the pallet.**



8. After every component has been removed, do a final walk-through of the inside of the trailer to make sure nothing important was left. Then simply clean up any remaining trash and remove the empty pallets.

Congratulations you have successfully offloaded your shed!