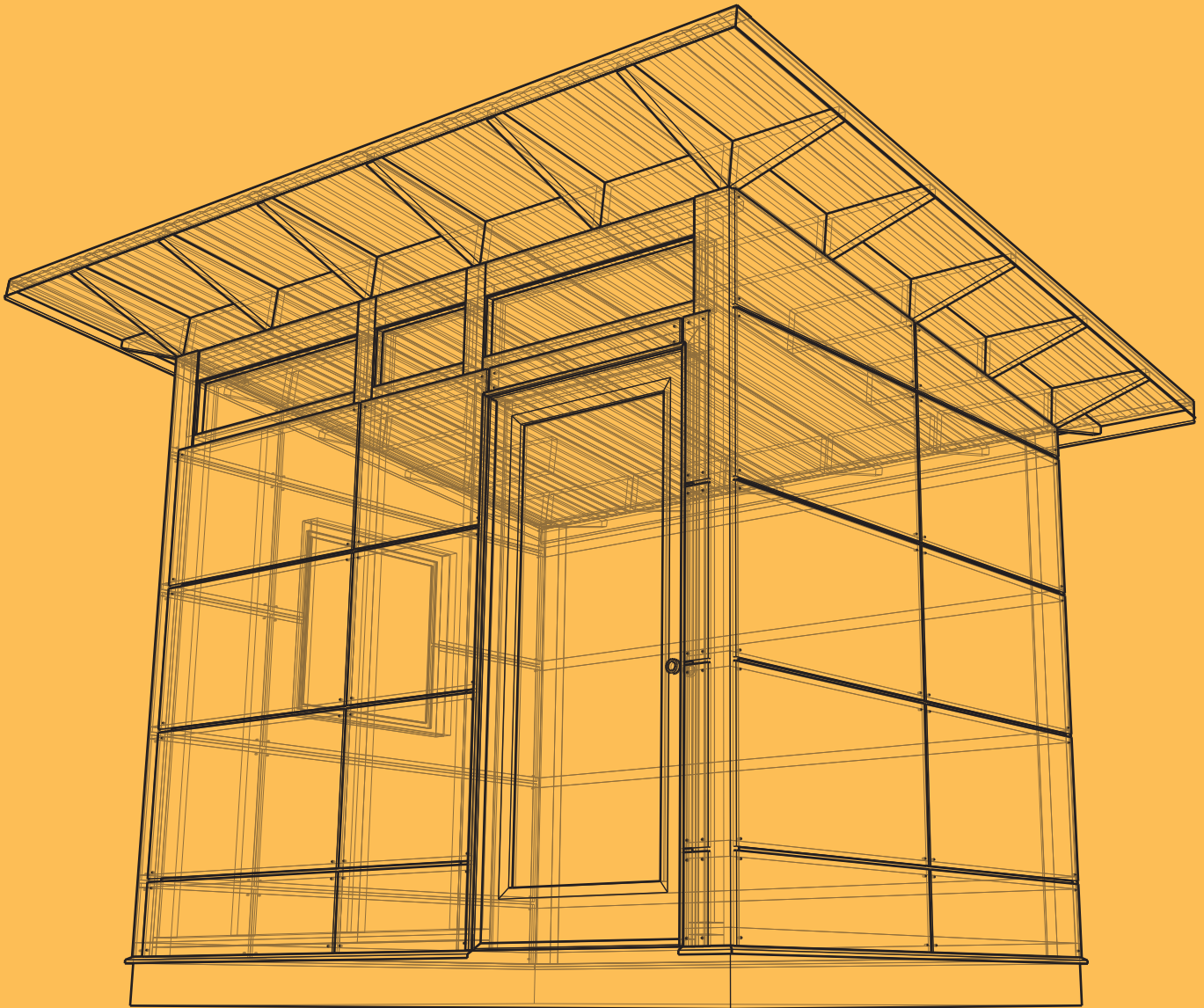




# SHIPPING GUIDE

v1 - MARCH 1, 2022



## STUDIO SHED SHIPPING GUIDE

### **What type of truck is going to deliver my shed?**

Most Studio Shed deliveries come using a semi hauling a 28ft trailer. For limited access deliveries your shed may have to be transferred to a smaller box truck for delivery. In rare instances, an installation site may be entirely inaccessible and require you to arrange for pickup at the nearest terminal or off-site location.

### **Who is responsible for offloading my shed?**

Unloading of the Studio Shed kit is included with Professional Installation only. If you are installing your Studio Shed (DIY) or have hired a third-party contractor, please plan to have 2-4 able bodies to unload/offload the kit (3-4 for Summit Series units). The estimated ship date and arrival date will be communicated to you prior to your ship date.

### **How do I schedule my delivery appointment?**

The shipping company is instructed to call you or your third-party contractor to schedule a specific time window for delivery. This phone call usually happens one or two days prior to the estimated delivery date. The shipping company 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. If you have purchased Professional Installation, the delivery appointment will be made directly with your Professional installer.

### **Where can I track my shipment?**

Please call 888-900-3933 ext. 4 or email [jlas@studioshed.com](mailto:jlas@studioshed.com) for tracking updates.

### **The shipment arrived but I noticed some parts were damaged. What do I do?**

Studio Shed takes great care in packaging and loading your Studio Shed. Please inspect your shipment prior to signing off on the BOL. If you notice any damage as you offload, please take pictures of the damage and make a note on the BOL. It is critically important you notify Studio Shed of any damage immediately. Please call 888-900-3933 ext. 4 or email images of the damage to [jlas@studioshed.com](mailto:jlas@studioshed.com).

### **What do I do with the leftover pallets?**

Pallets are considered part of the packaging materials, and as such are the responsibility of the customer and/or installer. 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.



## STUDIO SHED UNLOADING GUIDE

1. When the truck arrives inspect the shipment to ensure everything arrived in good condition. 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. Please call 888-900-3933 ext. 4 or email images of the damage to [jl@studioshed.com](mailto:jl@studioshed.com).



2. Studio Shed recommends offloading “small parts” first. Small parts include: hardware pack, trim pack, sill and top plates, C-blocking, eave paint (if applicable).

Your order pack-list is located in your hardware pack. Please locate this document and cross-reference quantities as you remove them from the trailer. If you purchased the Lifestyle Interior Package you will also want to offload the electrical pack, flooring, MDS trim, quarter round, interior paint and bundles of insulation at this time. Most of these components will be found on the ‘rafter pallet’ as shown here.



3. After all the small parts are offloaded please move onto the rafter sections. Remove the shipping straps and cut the plastic banding to release the rafter sections. Carry only one rafter section at a time. Stage these onto a tarp or a dry, out of the way location.

4. Underneath the rafter sections is the corrugated roof metal. Studio Shed recommends wearing hand protection while offloading, some of the edges and corners can be very sharp. If you purchased the '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.
5. Now you are ready to offload your siding pieces. If you have selected the 'Block' siding option these will be located in a separate crate. For 'Plank' and 'Beatle Kill' siding options these will be found in the long crate underneath the roof metal and rafter pieces. Block and Plank siding is a James Hardie Fiber Cement Board product. Please use extreme caution when handling these as they can snap from their own weight. Refer to the pictures below in reference to proper handling. Depending on the size of your shed, siding may be banded per elevation or in smaller increments. Bundles should not be too



heavy to carry, but if they are, cut the banding and carry in smaller increments. When staging the siding it is very important to 1) keep the plastic sheets between the panels to protect the paint from sticking to the next panel and 2) have proper organization to avoid confusion on mixing elevations

6. 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 middle of the trailer and work towards to 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 run the risk of panels tipping over inside the trailer. Smaller panels can be moved easily by two able-bodied. 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 an exposed zip-sheathing or cladding edge. As you take each panel off 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. Some pieces of roof sheathing will be in between wall panels. Offload these as you come across them. After you unload all the walls check the base of the pallet for any remaining roof sheathing pieces.



7. 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 take out the pallets. Congratulations you have successfully offloaded your shed!