Cabinet Delivery and Storage Checklist

Follow your supplier and carrier procedures. Record their inspection and reporting deadlines before the shipment arrives.

Customer / project: _____

Before arrival

- ☐ Confirm delivery window, access, and unloading responsibilities.
- ☐ Prepare storage that meets manufacturer requirements.
- ☐ Have the order list and shipment documents ready.
- ☐ Confirm the reporting method and deadlines.

At delivery and after arrival

- ☐ Count packages and compare item labels with documents.
- ☐ Inspect for crushed, wet, torn, or exposed packaging.
- ☐ Record visible issues using the carrier receiving procedure.
- ☐ Photograph shipment condition, labels, and affected parts.
- ☐ Inspect contents within the supplier reporting deadline.
- ☐ Report issues and retain packaging as instructed.
- ☐ Organize items by layout position and follow storage directions.

Questions / follow-up

Read the guide: diydepotusa.com/kitchen-cabinet-delivery-checklist/

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Delivery information

Order / carrier	Delivery date / contact	Reporting deadline

Shipment check

Item / package label	Ordered / received	Condition / issue

Issue report record

Issue / item number	Photos / report date	Reference / next step

Storage requirements and assembler / installer updates