

Tile Delivery Inspection: Homeowner Checklist

Review the order before installation and document questions promptly.

Order / project

Supplier

Delivery date

Product / selection

Received by

1. MATCH THE ORDER

- ☐ Product or selection name matches
- ☐ Color and finish match
- ☐ Size and format match
- ☐ Carton quantity matches the paperwork
- ☐ Shade / lot / caliber information is consistent where shown
- ☐ Trim, mosaic and accessory pieces match
- ☐ Unclear labels or substitutions are documented

2. INSPECT CONDITION

- ☐ Cartons checked for visible damage
- ☐ Representative cartons opened carefully
- ☐ Tile compared with the approved sample
- ☐ Visible chips, cracks or breakage documented
- ☐ Color or appearance concerns documented
- ☐ Photos taken before moving or installing material
- ☐ Shortages or extra cartons documented

3. BEFORE INSTALLATION

- ☐ Questions reported according to the seller's policy
- ☐ Installer told about any unresolved concern
- ☐ Material kept dry, secure and properly supported
- ☐ Order paperwork and photos saved
- ☐ Care information retained
- ☐ Installation paused if the order appears incorrect or damaged

DAMAGE, SHORTAGE OR QUESTION NOTES

Describe the concern and record who was contacted

PLANNING AID

This checklist is a documentation aid and does not determine whether a claim is valid. Inspection, reporting deadlines, returns and remedies depend on the seller's terms and applicable requirements. Do not install material that appears incorrect or damaged until the concern is addressed with the appropriate parties.

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porcelaintiles.us/downloads/tile-delivery-inspection-checklist