

CUSTOMER REQUIRED INFORMATION . Please fill in all the fields.

COMPANY NAME _____
CONTACT _____ TITLE _____
CONTACT EMAIL _____

BILLING ADDRESS

RESIDENTIAL ☐ COMMERCIAL ☐

ADDRESS _____ CITY _____
STATE _____ COUNTRY _____
ZIP CODE _____

A/P CONTACT _____ TITLE _____
PHONE _____ E-MAIL _____

TAXABLE (yes/no) _____ TAX CODE _____

SHIPPING ADDRESS 1

RESIDENTIAL ☐ COMMERCIAL ☐

ADDRESS NAME _____
ADDRESS _____ CITY _____
STATE _____ COUNTRY _____
ZIP CODE _____

DEFAULT? Y/N _____

RECEIVING CONTACT _____ TITLE _____
RECEIVING EMAIL _____
RECEIVING PHONE _____

SHIPPING ADDRESS 2

ADDRESS NAME _____
ADDRESS _____ CITY _____
STATE _____ COUNTRY _____
ZIP CODE _____

DEFAULT? Y/N _____

RECEIVING CONTACT _____ TITLE _____
RECEIVING EMAIL _____
RECEIVING PHONE _____

Please fill out the fields below.

PALLET STANDARDS Please fill in all the fields.

PALLET TYPE _____

WHAT IS THE MAXIMUM TOTAL HEIGHT INCLUDING THE PALLET? _____

WHAT IS MAXIMUM LOADED WEIGHT? _____

FUMIGATED PALLETS ☐ YES ☐ NO

OVERHANG PALLET ACCEPTABLE ☐ YES ☐ NO

PALLET SHIPPING LABEL OR BOX SHIPPING LABEL

☐ PALLET ☐ BOX

DOES THE PALLET OR BOX REQUIRE SPECIAL MARKINGS? ☐ YES ☐ NO

LABEL PLACEMENT _____

LABEL INFORMATION _____

SIZE OF LABEL ON BOX OR PALLET _____

SHIPPING GUIDELINES

DO YOU HAVE PREFERRED CARRIERS? _____

WHAT ARE YOUR RECEIVING HOURS? _____

DOES YOUR LOCATION REQUIRE LIFTGATE? _____

DO WE NEED AN APPOINTMENT PRIOR TO DELIVERY? *(If so, please add details. Email, Phone, Contact)*

DO YOU ACCEPT PARTIAL SHIPMENTS? _____

CAN WE COMBINE MORE THAN ONE ITEM ON A PALLET? _____

CAN YOU ACCEPT 20FT CONTAINER OR 40 FT CONTAINER? _____

CAN WE HAVE A TWO-WEEK WINDOW FOR DELIVERY TO AVOID ASKING FOR EXTENSIONS?

You can also attach the pallet requirements.