**OUTSIDE CUSTOMER PRE-SHIPPING CHECK LIST**

Customer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BOL #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **PRE-SHIPPING CHECK LIST ITEMS** | | |
| **Condition of Trailer:** | **Please Check One** | |
| Trailer is dry, clean, and free of trash | Yes: □ | No: □ |
| Trailer is free of structural damage that could cause harm to the product | Yes: □ | No: □ |
| Driver initialed agreeing to Pick Up Number | Yes: □ | No: □ |
| Driver initialed agreeing to Load Weight | Yes: □ | No: □ |
| Driver initialed agreeing to Destination | Yes: □ | No: □ |
| **Condition of Product:** | **Please Check One** | |
| Product is dry, clean, and soft | Yes: □ | No: □ |
| Print legible on tags or bags | Yes: □ | No: □ |
| Appropriate barcodes on all product | Yes: □ | No: □ |
| Meets SCR requirements | Yes: □ | No: □ |
| **Loading:** | **Please Check One** | |
| Trailer was loaded according to Giles load chart | Yes: □ | No: □ |
| Driver chose optional loading method – Driver Initials | Yes: □ | No: □ |
| Pictures have been taken  ( before loading, after loading and of the completed BOL ) | Yes: □ | No: □ |
| Trailer Seal installed and Documented | Yes: □ | No: □ |
| Applicable paperwork printed and completed  ( note if a Manual BOL was needed ) | Yes: □ | No: □ |
| COL signed off and paperwork in appropriate box | Yes: □ | No: □ |
| **Notes: ( Note anything pertinent to this load that may need to be referenced later )** | | |
|  | | |

Loader’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Quality Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_