

Customer Pertinent Delivery Information & Directions

Please obtain/list all important information that will assist Phillips transportation personnel in making timely non-evasive deliveries to our customer.

Information such as “driver needs to call ahead before arrival, ring bell, knock, park in back and walk around the front or across the street, driver must be met at a different location or spot, etc, etc.”

Customer Name: _____

Delivery Address: _____

County: _____ Phone: _____

Cell Phone # and name of contact person: _____

Hours of Receiving: _____

Location considered (Select One): Commercial Residential

If Residential, is there a “Truck Restriction” or Loading Zone for the location: Yes No

Notes/Comments: _____

Can delivery location accommodate a 48’ trailer: Yes No

If No (Select One): 40’ 32’ (pup) Straight Truck

Deliveries made in: Front Rear of delivery location

Is there a receiving dock at delivery location: Yes No

Will the delivery be requested to be brought inside: Yes No

Please obtain pertinent Travel Information, Directions, Landmarks, to located delivery location:

Sales Rep Signature: _____ Date: _____



PLEASE FORWARD A COPY OF COMPLETED DOCUMENT TO THE TRANSPORTATION MANAGER/OFFICE