



800-362-9138

Dealer or Job Site Delivery Check List
sales@bbwood.com Fax: 216-292-6584

Dear Distributor. Please answer all the questions that you possibly can for dealer or job site deliveries.

Dealer drop shipments from **HB&G** require a little extra attention. Please help us by making sure that the dealer has the proper equipment and facilities available to receive and unload the order.

Job Site deliveries require more attention. Please provide answers to all the questions listed below in order to assure that the scheduled delivery can be properly made.

Distributor Name B&B Wood Products, INC PO# _____

Distributor Contact Person _____ Phone # (216) 292-6555

Dealer Name _____ PO# _____

Dealer Contact Person _____ Phone # _____

Dealer/Job Site Address _____

Driving directions (required) _____

If delivery address is a **job site**, confirm that the route to the site is clear and accessible with a 53' van and tandem tractor. A map and clear directions must be provided for **job site** deliveries. The name and phone number of a person at the **job site** must be included.

Job Site Contact Person _____ Phone # () _____

Wiley Sanders Trucking Dispatcher will make appointments for delivery with the dealer or job site contact.

Delivery date desired _____ See **HB&G** Truck schedule for delivery dates in your area.

Confirm that space is available to maneuver and unload the truck. Equipment and facilities are available.

Loading dock _____ Fork Lift _____ Fork Extenders _____ Fork Mast Height _____ Labor Crew _____

Please be aware that based on the equipment and facilities available, larger columns will probably require **hand unloading**. Personnel must be available to unload. The driver is not required to assist.

For job site deliveries, an alternative location must be provided in case of complications. An additional drop charge will apply.

Authorized By _____ Date _____