



Dealer or Job Site Delivery Check List

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. Any charges accrued for failure to unload timely or re-direction of a load will be the responsibility of the customer.

*Distributor Name _____ PO# _____

*Distributor Contact Person _____ Phone # () _____

*Dealer Name _____ PO# _____

Please check equipment and facilities that are available at the dealer location:

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

Job Site deliveries require even more attention. Please provide answers to all the questions listed below in order to assure that the scheduled delivery can be properly made. Confirm that the route to the site is clear and accessible to a 53' van (18 wheeler). A map and clear directions must be provided for job site deliveries. Any charges accrued for failure to unload timely or re-direction of a load will be the responsibility of the customer. Once product has loaded the truck at our facility, we will not unload or bring back. Arrangements must be made to accept delivery AND UNLOAD PRODUCT.

* Is this a RESIDENTIAL _____ or COMMERCIAL _____ delivery address?

*Distributor Name _____ PO# _____

*Distributor Contact Person _____ Phone # () _____

*Dealer Name _____ PO# _____

*Dealer Contact Person _____ Phone # _____

*Job Site Driving directions (required) _____

For job site deliveries, an alternative location must be provided in case of complications.

*Alternative delivery address (required) _____

Choose preference for unloading purposes: Curtain side _____ Flatbed _____ Van _____

The shipping company will make appointments for delivery with the dealer or job site contact. The name and phone number of a person at the job site must be included.

*Job Site Contact Person _____ Phone # () _____

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

Please check which equipment and facilities are available at the job site: Customers are responsible for unloading all product/crating from the delivery truck. HB&G/SHIPPER DOES NOT UNLOAD PRODUCT.

*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.

*Authorized By: _____ Date _____