



DELIVERY INFORMATION FORM

Please complete the delivery information below for your facility. ICS will keep this form on file.

Facility Name: _____

Street Address: _____

City, State and Zip: _____

Delivery contact name and number: _____

Receiving Days and Hours: _____

All LTL shipments will ship via **standard delivery**, unless specified below under additional delivery services.

Standard Delivery: Delivery via common carrier, to a commercial raised loading dock, using a 53' semi-trailer, using your personnel to unload the merchandise.

Additional Delivery Services: (Note: Additional fees may be incurred for these services below)

Lift gate required: The carrier will provide a truck with a lift gate to lower the merchandise to ground level. Your personnel will unload.

Delivery Appointment required: The carrier will call the delivery contact listed on this form to schedule an appointment for delivery. Your personnel will unload.

Inside Delivery: The driver is requested to carry boxes/pallets beyond 15 feet past the dock area and inside the building.

Notice of special charges and additional fees:

Delayed / Detention	If the driver must wait more than 15-30 minutes to unload, additional fees may be incurred for the shipment
Redelivery / Refused	If a shipment is refused or is unable to be delivered, additional fees may be incurred for the shipment
Lift Gate Requirement	If your facility requires a lift gate for delivery, and this is not notated on the paperwork, additional fees may be incurred for the shipment
Remote Access / Limited Access	If your facility is in a remote access area or with limited access, and this is not notated on the paperwork, additional fees may be incurred for the shipment
Inside Delivery	If the driver is required to move merchandise 15 feet past the dock area, additional fees may be incurred for the shipment