



ELEVATOR DOOR SPECIALISTS SINCE 1983

SHIPPING INFORMATION

FORM

BELCO SHIPPING INFORMATION FORM

Please complete and return before shipment is arranged.

Return To
phickey@belcodoors.com

CUSTOMER / PROJECT INFORMATION

Customer	Project / Job Name	PO #	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Belco Job / Quote #	FED ID # / EIN #	Requested Ship Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

SHIP TO ADDRESS

Ship To Company Name	Attention / Contact Name		
<input type="text"/>	<input type="text"/>		
Street Address	Unit / Suite / Dock #		
<input type="text"/>	<input type="text"/>		
City	State / Province	Zip / Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SITE CONTACT / RECEIVING INFORMATION

Site Contact Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Receiving Days	Receiving Hours	Closed for Lunch / Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>



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DELIVERY REQUIREMENTS Check all that apply

LOCATION TYPE

Commercial Residential
 Job Site Warehouse
 Contractor Shop
 Other:

UNLOADING / SITE CONDITIONS

Loading Dock Forklift
 Liftgate Required Appointment Required
 Call Before Delivery Limited Access
 Inside Delivery Residential Delivery

NOTE: Belco skids are delivered on a standard 53' transport trailer. Fork extensions are required when unloading by forklift.
 If a 53' trailer cannot safely access the delivery site, please make note of this in the Special Delivery Instructions section.

FREIGHT RESPONSIBILITY

Prepaid & Add - Belco Arranges
 Collect - Customer Freight Account
 Customer Arranged Pickup

Carrier

Acct #

SPECIAL DELIVERY INSTRUCTIONS

CUSTOMER CONFIRMATION

Customer confirms the shipping information above is accurate. Additional freight charges caused by incorrect information, missed delivery, liftgate requirements, storage fees, re-delivery, or limited-access delivery may be billed to the customer.

Name Signature Date