

New Ship-To Existing Customer Information Sheet (CIS)

USALCO Salesperson:							
Company Name:							
Name of Delivery Location:							
Delivery Address:		City:		State:		Zip:	
ROSS Product Code:							
Price:		Freight Terms:		<input type="checkbox"/> NSF <input type="checkbox"/> ANF			
Product relabel labels:		Relabel SDS received?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Relabel name listed with NSF/ANF:		
Paperwork: (check all that apply)	Customer Branded BOL: <input type="checkbox"/>		Packing List: <input type="checkbox"/>	CoC: <input type="checkbox"/>	CoA: <input type="checkbox"/>	CoA Type:	Standard <input type="checkbox"/> Custom <input type="checkbox"/>
Advanced Shipping Notice (ASN)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide email:					
Custom CoA Approved Parameters:							

Plant Information for Packaged Deliveries.

Site Contact Name (Day Shift):		Phone:		Email:	
Site Contact Name (Evening & Weekends):		Phone:		Email:	
Delivery hours:	Delivery Appointment needed?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Documents Emailed To:		Documents with shipment?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Lift Gate? <input type="checkbox"/> Yes <input type="checkbox"/> No

Plant Information for Bulk Deliveries

Site Contact Name (Day Shift):		Phone:		Email:	
Site Contact Name (Evening & Weekends):		Phone:		Email:	
Unloading Method	<input type="checkbox"/> Truck Air <input type="checkbox"/> Plant Air <input type="checkbox"/> Truck Pump <input type="checkbox"/> Plant Pump				
Discharge Line Fitting	<input type="checkbox"/> Flanged 4-bolt <input type="checkbox"/> Male Camlock <input type="checkbox"/> Female Camlock <input type="checkbox"/> 2" <input type="checkbox"/> 3"				
Storage tank size:	Storage Tank Construction:				
Size and length of hose:	<input type="checkbox"/> 2" <input type="checkbox"/> 3"		No. of Feet:		
Delivery Hours:			Dedicated Trailer Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Temperature Requirement:			If yes, note min and max temp:		
Who unloads truck?	<input type="checkbox"/> Driver <input type="checkbox"/> Plant operator		What PPE is Req.?		
Will product be drummed or toted off?					

Additional Info:	
Security Requirements? (i.e. Security Seals, Proof of dedicated trailer, TWIC, Photo ID, etc.)	

If there is a state storage tank certificate, please send with this completed document.	
Is there a storage tank inspection program in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the driver have clear access to the unloading area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is public access restricted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does customer observe & approve the hookup prior to unloading?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are spill materials readily available on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eyewash Station in close proximity (_____ Feet) and in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Shower in close proximity (_____ Feet) and in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Tank have secondary containment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Tank properly labeled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Tank Level Gauge visible to the driver? Type _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Tank vented?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Driving Directions - Include local road directions, weight/bridge restrictions, and anything drivers need to be aware of for a safe delivery

Name		Job Title	
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Signature

Information Required to Place an Order with Usalco

1. Email all purchase orders and order-related questions to orders@usalco.com
2. Purchase orders to include but not limited to:
 - a. Purchase order number
 - b. Customer name and ship-to-address details
 - c. Product name and quantity details
 - d. Price
 - e. Delivery date
 - f. Freight terms
 - g. Payment terms
 - h. Special delivery instructions

Please visit usalco.com to download a copy of our SDS and Technical Data Sheets.

