**Customer Specialised Delivery**

To ensure a smooth delivery for you and your customer, please complete the following and return to your Account Manager:

|  |  |
| --- | --- |
| **Site Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Site Opening / Goods-In Opening Times** |  |

**Booking in slot required:**

**Please provide details of booking in procedure:**

|  |
| --- |
|  |

**Contact Details of On-Site Recipient:**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Contact Number** |  |

**Important Questions:**

|  |  |
| --- | --- |
| Are there any delivery restriction times? Please specify. |  |
| Does the site have a pallet truck (not forklift)? | Y/N. |

Due to the size of the unit being delivered, it is necessary for the unit to be moved on 2 pallets, this means that consideration should be made for access to and within the premises. Please check in advance any restrictions of doors, loading bays and lift access to ensure the goods can be safely moved around the premises once delivered.

Please note: If a delivery is refused or site is closed within scheduled opening periods a surcharge of £100+VAT will be levied to any failed delivery.

**Further site instructions:**

|  |
| --- |
|  |

**Site Restrictions:**

|  |
| --- |
|  |

**Internal Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Account Manager: | A/c No: | A/c Name: | Basket Ref: |
| Part Code: | Description: |  |  |
| Qty: |  |  | SIZE OF UNIT: |