



800-404-2311

sales@phsinc.com

1500 Scottsdale Ct, Ste. 100, Elgin, IL 60123

PRE-DELIVERY CHECKLIST

PICKUP:

Premier Handling Solutions

Dock B

1500 Scottsdale Court, Elgin, Illinois 60123

Mon-Fri: 8:00 am - 5:00 pm

DELIVERY:

Company: _____

Contact Name: _____ Direct Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Receiving Hours: _____

Delivery Instructions:

PRODUCT INFORMATION:

Product delivered: _____

Dimensions: _____ (L) x _____ (W) x _____ (H) Weight: _____ lbs.

Value of product: \$ _____ *NOTE: Carrier will cover full value of product cost of any mishap.*

Do you have a forklift that can safely unload machine? No Yes

We side-load, can your forklift go outside/inside to unload? No Yes

Are your dock doors/ doorways big enough for machine? No Yes

Do we need to make an appointment for delivery No Yes

Do we need to call ahead before delivery No Yes How far in advance? _____

Do you have on-site parking for truck? No Yes

INTERNAL USE ONLY:

Company Name: _____

Address of Payment: _____

MC#: _____ FED ID: _____ DOT: _____

Bill Direct: Factoring: Broker: Carrier: Company Name: _____

How many truck do you have? _____ Lanes mainly used: _____

Equipment: _____