



NAME OF BUSINESS _____

SHIPPING QUESTIONNAIRE

Down To Earth Distributors is not responsible for additional charges incurred as a result of residential delivery, limited access delivery, metro delivery, or liftgate services incurred by freight companies not claimed on this form and or charged by freight companies after orders leave our warehouse. Such charges will be invoiced to the customer's account as additional charges. Please let your Sales Representative know of any shipping needs or changes.

Confidential Business Information Sheet

– PLEASE TYPE OR PRINT CLEARLY & FILL OUT COMPLETELY –

	YES	NO
Does anyone reside at your shipping address?		
Is there an accessible loading dock at the shipping address that can accommodate a semi, where a liftgate would not be needed?		
Is there a forklift & operator at the shipping address during receiving hours?		
Is there delivery access and turnaround space for a 40 ft. semi truck?		
Is there a gate (locked or with a keypad) that the delivery truck must pass through during business hours?		
Does your Receiving Department require an appointment prior to delivery? <i>Additional charges apply (Terminal will set a time frame for your delivery)</i>		
Do you require a call from the Freight Company prior to delivery? <i>Additional charges apply (Driver will call on their way)</i>		
What are your receiving hours and days?		
If shipping collect, please provide collect number and carrier.		
List any special delivery instructions: <i>Some requests may incur additional charges</i>		

YOUR SALES REPRESENTATIVE CAN DISCUSS POTENTIAL ADDITIONAL CHARGES WITH YOU

PO Box 1419 • Eugene, OR 97440 • Phone: 541-485-5932