DJO LTL / Truck Shipment Information Sheet

Thank You For Your Pick Up / Delivery Information.
In order to ensure an accurate and safe Pick Up and or Delivery please complete the following information below.
Upon completion please either email chattorders@djoglobal.com or Fax to 800.242.8329

Pick Up / Delivery Information

Customer _____

RA # / Order # if applicable _____

Pick Up/Delivery Address _____

_____

Assessorial charges below are for shipments moving along DJO's preferred carrier and will not be assessed if you choose to use your carrier. Charges will be assessed given the freight terms at time of booking.

Pick Up/ Delivery Information	**Yes**	**No**
1. Does the facility we are picking up/delivering to have a trailer high dock? If checked NO a liftgate is needed. $65.00 Liftgate Charge		
3. Is this a residential pickup or delivery? Residential deliveries will be automatically billed $96.00		
3. What are the shipping hours?	Open	Close
4. Is an inside pick up or delivery required at the location? $81.50 Charge		

**Inside delivery refers to the delivery of furniture to a specified office(s), or room(s) within the designated "ship to" address OR to an area more than 50 feet from the delivery entrance of the "ship to" entrance.

5. If so what floor will the pick/delivery be on? Deliveries are made to to 1st and 2nd Floor only _____

Inside deliveries to 2nd floor please proceed to question 5A

5A. Is there an elevator at the pick up/delivery location? ☐ ☐

If checked yes continue to 6A

6A. What is the door size of the elevator or door? Width ☐ Height ☐ Depth ☐

6. Will the driver need assistance? ☐ ☐

If so there could be an extra charge applied for a two man pick up please use white glove checklist

7. Do you need a notification prior to arrival? $41.00 Charge ☐ ☐

8. For Returns to DJO Do you need packaging material? ☐ ☐

9. Location contact _____ 10. Phone # _____

11. Email Address _____ 12. Fax # _____

13. Your name _____ 14. Phone # _____

15. Is there any additional instructions? _____

16. **(For Returns to DJO)** Is the shipment on a pallet and shrinkwrapped? ☐ ☐

16A. How many pallets/boxes _____

Table dimensions are 87x34x36 **Receiving area needs to be this size or larger**

***Shipments with 4 or more units shipping complete via LTL will receive a price quote as per the freight policy**

For internal use only.

Quote Date: ____/____/_____ Quote Amount: _ $_____ Carrier _____ Quoted By: _____