



SHIPPING & DELIVERY INSTRUCTIONS

Please provide this information with each order.

2916 Marshall Avenue • P.O. Box 559 • Mattoon, IL 61938 • Phone: 217-235-7161 • Fax: 217-234-6274

Customer Name: _____ Job Title: _____

Proof Address: Commercial Residential

Check If Signature Is Required

① Quantity: _____ Commercial Residential

Shipping Address: _____

Inside Delivery Lift Gate Blind Ship - No UGI Reference

Freight Collect Via _____

Call for Appointment - Contact: _____

Phone #: _____

③ Quantity: _____ Commercial Residential

Shipping Address: _____

Inside Delivery Lift Gate Blind Ship - No UGI Reference

Freight Collect Via _____

Call for Appointment - Contact: _____

Phone #: _____

3rd Party - List Billing Address for Shipment # _____:

IMPORTANT SHIPPING INSTRUCTIONS

To avoid schedule delays and an additional \$48.00 charge, please provide complete shipping instructions at least 3 days prior to the scheduled ship date.

Billing Address:

② Quantity: _____ Commercial Residential

Shipping Address: _____

Inside Delivery Lift Gate Blind Ship - No UGI Reference

Freight Collect Via _____

Call for Appointment - Contact: _____

Phone #: _____

④ Quantity: _____ Commercial Residential

Shipping Address: _____

Inside Delivery Lift Gate Blind Ship - No UGI Reference

Freight Collect Via _____

Call for Appointment - Contact: _____

Phone #: _____

ORDERS SHIPPED VIA FREIGHT: Orders shipped via freight are delivered by truck and the receiver is responsible for unloading books unless inside delivery is requested. In most cases, there are additional charges for inside delivery, liftgates, blind ship, delivery appointments and residential deliveries. Arrangements for these services should be made prior to shipment. Inside delivery is to ground floor only. Residential inside delivery is to garage only. It is the responsibility of the receiver to verify the number of cartons received and inspect the delivery for damage. Any discrepancies or damage must be noted on the delivery receipt in order to file a claim with the carrier for lost or damaged product.

PARCEL PACKAGE LIABILITY: All delivery mediums other than freight are not recommended due to the potential for scuffing of covers and damage due to excessive and harsh handling. If unavoidable, we recommend that you request shrinkwrap pricing. Claims made for damage will not be accepted if sent via parcel.