



Account Manager: _____

NEW CUSTOMER - DELIVERY FORM

CUSTOMER INFORMATION

Customer Name: _____

Customer Delivery Address: _____

Delivery Contact Name: _____ Phone Number: _____

Delivery Contact Email: _____

DELIVERY INFORMATION

DELIVERY TIMES M: _____ T: _____ W: _____ TH: _____ F: _____
(What time is the customer available to receive deliveries?)

Delivery Day/Scheduled route Day: _____

What are the cross streets? _____

Please take pictures of the front of the building/business where the product is being delivered to (Pictures should include any low wires or low branches near delivery area or around perimeter)

Can the customer's property accommodate a 48ft or 53ft trailer? _____

Is there a security gate? (Circle one) YES NO If yes, what is the code: _____

Where should the driver park? *You can use the back of this page to draw a quick sketch.*

What obstacles will the driver face when delivering? (I.e. stairs, how wide is the delivery door (wide enough for a pallet and can the driver use a pallet jack?))

Does the customer allow equipment to be used other than the dolly? (Circle one) YES NO

Where should the driver unload and place the product? _____

How large is the storage room? *Is there any concerns with the customer since we cannot stack product above their shoulders (or head?)* _____

What is going to be your form of payment? *Please circle one.* Cash Credit Card Check

If customer is COD, who does the driver request payment from? _____

It is very important that if you are COD that you have your payment ready upon delivery. If the customer does not have payment at the time of the delivery, the order will be taken back to the Johnson Bros. warehouse.