

# DELIVERY INSTRUCTIONS

ACCOUNT NAME: \_\_\_\_\_

REASON FOR FORM COMPLETION: (check one or both) \_\_\_\_\_ DATE: \_\_\_\_\_

SHIP TO ADDRESS UPDATE: must be approved by the CARD LOG LOGISTICS MANAGER:

\_\_\_\_\_  
 DELIVERY INSTRUCTIONS UPDATE: \_\_\_\_\_

I give HMI Glass and Ryder Logistics permission to make deliveries without a representative of my company on site if it can be done safely without harm to a company driver. Please keep in mind all our drivers are on two day runs and follow all DOT regulations, we allow about *15 minutes* per stop before we must continue.

COMPANY NAME: \_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_

SHIP TO ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

DO WE HAVE PERMISSION TO MAKE EARLY OR AFTERHOURS DELIVERIES?  YES  NO

GATE AND/ OR BUILDING ENTRANCE INSTRUCTIONS: (combination locks are appreciated)

\_\_\_\_\_  
\_\_\_\_\_  
WHERE SHOULD WE LOCATE YOUR DELIVERIES: \_\_\_\_\_

DO YOU HAVE A DOCK?  YES  NO FORK TRUCK?  YES  NO

WHO SHOULD DRIVER CONTACT IF PROBLEMS ARE ENCOUNTER:

NAME AND TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_