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# Delivery Job Site Routing Sheet

All information must be filled out completely

Customer: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Requested Time \* \_\_\_\_\_

Delivery to customers job site

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Is the site Tractor Trailer accessible  Yes  No

Type of site:  Commercial,  Residential, Other \_\_\_\_\_  
Please specify

Job site landmark or reference: \_\_\_\_\_

Special instructions: \_\_\_\_\_

Special Paperwork (ie customer pick ticket, paperwork without prices)  Yes  No

**Reminders:**

- Any questions about your run, drop order, directions, terms of sale...please immediately call the office.
- If you cannot read the customers signature, please ask for their name and driver to print it on the delivery receipt.
- If directions or delivery information is incorrect, please correct and attach corrected info to this form.
- It is the responsibility of the driver to assist the customer in unloading their order. If no one is available call the office
- If something is wrong or confusing with the job site information, please call the office immediately.

\* Note: requested time from the customer may be different then your scheduled time for a number of reasons  
 There are times when the bill to customer is having plant material delivered to their subcontractor, who is different.