



Logistics Lighting Request for Delivery Date and Site Information

Project Name: _____

Project Location: _____

Customer Name: _____

Customer PO #: _____

Logistics Lighting Order #: _____

Ship to street address: _____

Ship to City: _____ State: _____ Zip Code: _____

Job site contact name: _____

Job site phone: _____ Job site fax: _____

Job site email: _____

Requested Delivery Dates:

Roof Curbs: _____ (require dry storage)

Skylights: _____

Smoke Vents: _____

Can these items be delivered early:

YES NO

Do not deliver before this date: _____

Is 24 hour notification prior to delivery required?

YES NO

Please note the curbs and skylights will typically arrive on separate trucks. Curbs require dry storage.

This form completed by: _____ Date: _____

Please complete all fields and send to:

Fax: 307-633-9696

Email: Sales@LogisticsLighting.com

Note: Structural Roof Curbs are typically installed prior to metal decking. Due to possible multiple shipments required for jobs, Logistics Lighting reserves the right to begin delivery on the requested date, and complete job within five (5) working days. Cancellation of trucks already scheduled may result in additional charges. New service regulation for drivers require unloading at delivery location within two (2) hours. Any back charges for time lost, will be billed to the contractor. Delivery drivers should provide bill of lading bearing appointment time/date, arrival time/date and departure time. Equipment needed for unloading would be a forklift or lull (extended forks required). Delivery dates may be re-scheduled until two (2) weeks prior to delivery. After this, the date may not be changed and the products will be shipped. Delivery date changes and confirmations are the responsibility of the contractor.