



# Delivery to North America Questionnaire

Company Name: \_\_\_\_\_

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

**REQUIRED** Accounts Payable Contact Name: \_\_\_\_\_

Phone #:	_____	Email Address:	_____
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Localized Bilingual required?  Spanish/English  None (English Only)

*Includes labels, instructions, and manuals. Outer packaging is English only.*

**REQUIRED** All Delivery Contact Information:

Delivery Contact Name:	_____
Phone #:	_____
Do you accept delivery without notification? <input type="checkbox"/> Yes <input type="checkbox"/> No: A 24-hour pre-delivery notification call is made to the designated contact, if non-responsive, delivery <u>cannot</u> be made.	
Email Address:	_____

**FOR ORDERS OUTSIDE THE U.S. Customs Broker Contact Information:**

Contact Name:	_____	Phone #:	_____
Full Address:	_____		
Email Address:	_____		

**Please Check One:**

**YES NO**

On Day / On Time Delivery:	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a fee of \$235 applies.
Is a Full Length Tractor Trailer (18-Wheeler) Allowed (75')?	<input type="checkbox"/>	<input type="checkbox"/>	If No, a \$195 surcharge* will apply for a city truck (this service has a lift gate included; truck length - 24'-28').
Are there any truck <b>Height Restrictions</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	Charge varies. <b>Please provide measurements:</b> _____
Is a <b>Lift Gate</b> Required? (No dock)	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a surcharge* applies. Rates vary. \$50 minimum.
Is an <b>Inside Delivery</b> Requested** <small>**inside delivery is anywhere beyond the loading dock threshold</small>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a surcharge* applies. Rates vary. \$90 minimum. Inside Delivery Floor Level: _____
Add <b>Unpacking</b> to inside delivery?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a \$75 surcharge* applies (per unit or pallet).
Add <b>Floor Covering</b> to inside delivery?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a \$75 surcharge* applies (per unit or pallet). <b>Please provide measurements:</b> _____
Does the facility require a Cert. of Ins. (COI)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, a surcharge* applies (per location). Rates vary. \$50 minimum. <b>Building Requirements:</b> _____
Any <b>Security Restrictions</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please detail requirements below.
Other?	<input type="checkbox"/>	<input type="checkbox"/>	

Security Requirements:	_____
Special Delivery Instructions:	_____
Loading Dock Hours:	_____
Any Additional Notes:	_____

Note: By returning this form to ServerLIFT, you represent that all information is complete and correct, and that COMPANY immediately authorizes the release and shipment of goods and services ordered and shall be responsible for all goods and services released by ServerLIFT.

\* **Surcharges are in addition to standard shipping costs quoted and are calculated per delivery location, except for unpacking, which is per unit.**

\*\* **Not available in Quebec. Inside Delivery is just inside the requested door.**