

## CUSTOMER CHECKLIST – PART A

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

Type of Business: \_\_\_\_ Cold Finish \_\_\_\_ Distributor \_\_\_\_ Manufacturer \_\_\_\_ Forger \_\_\_\_ Other: \_\_\_\_\_

Purchasing Contact: \_\_\_\_\_ Purchasing E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Bill to Address: \_\_\_\_\_ Ship to address (if different than bill to): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(list additional ship to addresses on Customer Checklist Part B)**

### Receiving Information

**Receiving Hours:**

Sat/Sun: \_\_\_\_\_

M-F: \_\_\_\_\_

**Delivery Requirements:**

Yes No

Call Ahead  
Appt Required  
First come, First Serve  
Tarp Required (add'l fee)  
Magnetic Handling ok?

**Method for unloading a Truck:**

Yes No Max Lift

Overhead Crane \_\_\_\_\_  
Forklift \_\_\_\_\_

**Method for Unloading Rail:**

Overhead Crane \_\_\_\_\_  
Forklift \_\_\_\_\_

Receiving Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Loads per day: Truck \_\_\_\_\_ Rail \_\_\_\_\_ Require Blocking (if so what type)? \_\_\_\_\_

Servicing Railroad & Railroad Address: \_\_\_\_\_

Clarify Transloader Shipments: \_\_\_\_\_

(Customer responsible for transloader Charges)

**Paperwork is sent via E-Mail. Please provide the name and E-mail Address where you'd like them sent:**

**Name:**

**E-mail Address:**

Invoice: \_\_\_\_\_

MTR: \_\_\_\_\_

Acknowledgement: \_\_\_\_\_

Open Order Report: \_\_\_\_\_

Other: \_\_\_\_\_

If Invoice needs mailed please provide mailing address: \_\_\_\_\_

Please list any additional information or special instructions (ex – Bundle Tags, Stickers, Stamp, Paint color, Special banding etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Customer Checklist - Part B

(Additional Ship To Addresses)

### Additional Ship To Addresses:

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

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

24 HRS Notice: Y    N    Appointment: Y    N

Receiving Contact Name: \_\_\_\_\_

Receiving Days/Hours: \_\_\_\_\_

How many loads can you receive per day? Truck \_\_\_\_\_ Rail \_\_\_\_\_

Blocking Specifications: \_\_\_\_\_

Preferred Mode of Transportation: \_\_\_\_\_

Truck Comments: Tarp: \_\_\_\_\_ Time Frame: \_\_\_\_\_

Serving Railroad & Railroad Address: \_\_\_\_\_

(We are served by CSX)

Clarify Transloader Shipments: \_\_\_\_\_

Method of Unloading:      Overhead Crane \_\_\_\_\_      Max Lift: \_\_\_\_\_

Forklift \_\_\_\_\_      Max Lift: \_\_\_\_\_