



Customer Information	
Company Name	
Point of Contact	
Email	
Phone	
Shipper Information	
Name	
Address	
Point of Contact	
Email	
Phone	
Hours, including shift change	
How to Schedule Pick-up	Phone/email/online portal
Consignee Information	
Name	
Address	
Point of Contact	
Email	
Phone	
Hours, including shift change	
How to Schedule Delivery	Phone/email/online portal
Order Information	
Reference Numbers for Shipper	
Reference Numbers for Consignee	
Ready Date	
Must Arrive by Date	
Acceptable Range for Pick-Up Date	
Acceptable Range for Delivery Date	
Product Commodity	
Equipment Type	
Freight Class <i>(Only required for LTL shipments)</i>	
Net Weight	
Gross Weight	
Number Cases/Pieces	
Pallet Dimensions	
Whether Pallets are Stackable	
If Hazardous, Code	
Special Requirements	
Temperature Range	