

## DOMESTIC SHIPPING QUESTIONNAIRE

To properly quote, package and deliver your item(s) it is important that you provide all information in detail-- the more is known about the conditions of delivery-- the more savings. Return completed form via fax to (801) 883-9849, US mail, or email to [info@deastisdesigns.com](mailto:info@deastisdesigns.com). Call (801) 651-5319 with questions. Thank you.

**[Mark with X; if not applicable mark N/A; please print]**

Complete delivery address, and exact location of placement object(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1) Contact in charge of making delivery arrangements, receiving and accepting the object(s): \_\_\_\_\_

2) Telephone number of above contact: \_\_\_\_\_

3) Is the delivery location a:  residence  office/business  other, describe: \_\_\_\_\_

4) Is the delivery location:  on ground floor, or  floor number with  suite number?

5) Does the location have a commercial/service dock?  yes  no

6) If "NO" to (#5), through where are deliveries made?  
\_\_\_\_\_

7) If "YES" to (# 5); does the commercial/service dock have a lift platform?  yes  no

8) Do you want delivery personnel to place the object(s) in exact location stated above?  yes  no

9) If "NO" to (# 8); do you assume responsibility to place the object(s) in exact location?  yes  no

10) Do you want delivery personnel to unpack the object(s) at unloading location & remove debris?  yes  no

11) If delivery personnel are unable to make the delivery as determined by the information in this questionnaire, or if the delivery contact is not present at the determined time of delivery; you are advised that additional costs will be charged for a second delivery of the object(s). \_\_\_\_\_ (your initials)

12) Confirm premises & contact's delivery hours:  
\_\_\_\_\_, and

Building's policy: required permits/insurance/authorizations:  
\_\_\_\_\_

13) Does the location have internal:  stairs only,  commercial or service elevator,  or both?

14) Does the commercial/service elevator need to be reserved?  yes  no

15) Does the building's security personnel need to be notified of the delivery?  yes  no

16) Applicable to buildings, provide names & telephone numbers of:

Superintendent: \_\_\_\_\_ Dock master \_\_\_\_\_ Security \_\_\_\_\_

Tel. Number: \_\_\_\_\_ tel. Number: \_\_\_\_\_ tel. Number: \_\_\_\_\_

17) Does the commercial/service elevator have a horizontal minimum door clearance of 56 inches?  yes  no

18) Does the entrance to your location have a minimum horizontal door clearance of 72" inches?  yes  no

19) Do the entrances to the delivery location have a minimum horizontal door clearance of 56" inches?  yes  no

20) Comments:  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_