

# DELIVERY CONFIRMATION SHEET



Delivery Dispatch: 317-264-2240

Fax: 317-264-2239

INVOICE NAME: \_\_\_\_\_ ORDER #: \_\_\_\_\_

PRIMARY CONTACT PERSON: \_\_\_\_\_ PO / JOB#: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL: \_\_\_\_\_ HOME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

**SHIP TO INFORMATION:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NEAREST MAIN INTERSECTION : \_\_\_\_\_ SUBDIVISION OR NEIGHBORHOOD: \_\_\_\_\_

**NEW CONSTRUCTION?**  
 YES \_\_\_\_\_ NO \_\_\_\_\_  
 LOT # \_\_\_\_\_

**DIRECTIONS:**


<u>ECONOMY DELIVERY POLICY</u>	<u>DELIVERY FEE:</u>
<ul style="list-style-type: none"> <li>▶ <b>C.O.D. Balances:</b> All material must be paid for, in full, prior to or at time of delivery.</li> <li>▶ <b>Tail-Gate Service:</b> No interior service. Driveway must be accessible for our truck.</li> <li>▶ <b>Someone must be present to accept and sign for delivery.</b></li> <li>▶ <b>We are not responsible for security or weatherization.</b></li> </ul>	<ul style="list-style-type: none"> <li>▶ \$75.00 for Marion county and adjacent counties (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, Shelby)</li> <li>▶ \$150.00 beyond Metro area and with-in 60-mile radius of Economy-Indy.</li> <li>▶ One free delivery for an order that exceeds \$5,000.</li> <li>▶ Multiple deliveries will be charged \$75 or \$150 per trip.</li> <li>▶ Saturday deliveries are not available.</li> </ul>

**I understand and agree with the above policy:**

DATE: \_\_\_\_\_ CUSTOMER: \_\_\_\_\_ SALES INITIAL: \_\_\_\_\_

**DELIVERY SET-UP INFORMATION:**

SHIP DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ AM PM SET-UP BY: \_\_\_\_\_ PARTIAL DELIVERY? \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

C.O.D. BALANCE DUE: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_ CONFIRMED WITH CUSTOMER? \_\_\_\_\_ CALL 60 MINUTES PRIOR TO DELIVERY? YES NO

**SPECIAL INSTRUCTIONS FOR DRIVER:**

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