

# DIRECT DELIVERY REQUEST FORM

Ground Floor  Above Ground Floor Delivery  Stairs  Lift  Placement Required

**Customer:** \_\_\_\_\_ **Customer Order No:** \_\_\_\_\_

**Enduser:** \_\_\_\_\_ **Access Order No:** \_\_\_\_\_

## SITE ACCESS

Site address:	
City:	Postcode:
Contact name for delivery arrangements:	Phone:
	Mobile:
	Email:
Please advise of any special site details:	

## DELIVERY ACCESS

Is street parking available?	Are there any parking restrictions?
Are permits required?	

## LOADING DOCK ACCESS

(please circle) YES NO

If yes what is the minimum clearance at the dock?	
Will the dock need to be booked?	If so please provide contact details:
List time and/or size restrictions of the loading dock:	

## LIFT ACCESS

If delivery is not to ground floor, is access via stairs or lift?	
Is there a dedicated goods lift?	Will the lift need to be booked?
Provide contact details:	

## OTHER SITE REQUIREMENTS

Are floor plans available?	(If yes please provide when returning this form)
Are there any security requirements?	Please provide details:
Is this a Building Site?	Is a Blue Card Required:
Is an induction required?	
Please provide contact details for union induction:	