



## Delivery Coordination Request - Fillable PDF Form

**Part I. Customer Information - To be filled out by the Customer for Delivery Destination      Date:**

Customer's Name:	Main Contact (if different from customer name):	
Address:	City:	Postal Code:
Daily Contact Number:	Other Contact Number:	
PO #: (if applicable)	Sales Order #: (if applicable)	
Requested Date of Delivery:		

**Part II. Special Requirements:**

Advanced Booking at Warehouse: is advanced booking required before delivery?
Type of Packaging: For example, individual boxes, pallets and plastic wrap, individual labels
Driver Assistance: Will you require freight carrier's driver to assist off loading
Special Instructions needed on Packing Slip or Bill of Lading:

**Part III. Warehouse Requirements - To be filled out by the Customer**

Preferred Day of the week for Delivery: Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>
Preferred Delivery Time: AM <input type="checkbox"/> 8am-12pm    PM <input type="checkbox"/> 1pm-5pm
Are you able to receive a trailer up to: 26ft <input type="checkbox"/> 28ft <input type="checkbox"/> 48ft <input type="checkbox"/> 53ft <input type="checkbox"/>
Do you have a capacity for dock level delivery? <span style="float: right;">Yes <input type="checkbox"/>      No <input type="checkbox"/></span>
Will you require a tailgate or power lift for delivery? Yes <input type="checkbox"/> No <input type="checkbox"/>
You may require fork lift or a pallet jack for powerlift/tailgate delivery if shipped on a pallet. If so, this is your responsibility.
Do you have the equipment or labour to move it once off loaded? <span style="float: right;">Yes <input type="checkbox"/>      No <input type="checkbox"/></span>
Additional Delivery Instructions:

Once the above form is complete, please email it to our Customer Service Representative at [csr@araaminc.com](mailto:csr@araaminc.com)  
An acknowledgement will be sent back to you via email or phone call, confirming Araam has received your information.

### Araam Sleep Products

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