



Site Deliveries Checklist

Internal Document #

Date

Data collected by Staff Name: :

Site Address

Contact Details

Site Contact Details

Customer:	<input type="text"/>	Site Contact:	<input type="text"/>
Sales Order #:	<input type="text"/>	Ph:	<input type="text"/>
Operating Hours:	<input type="text"/>	Mobile:	<input type="text"/>

Site (Rural, House, Factory or Building Site)

Suggested Vehicle Type (Extra charges apply for extendable trailer and crane truck)

Access restrictions

- Clearways
- Peak hour traffic
- CBD
- Steep roads and driveways
- Low bridges
- One way streets
- Low powerlines
- Other (Please note)

Product Notes

- Not able to get wet
- Maximum product length
- Estimated delivery weight
- Other (Please note)

Unloading Notes

Lifting Device	Lift Capacity	Time Available
Crane	<input type="text"/>	<input type="text"/>
Forklift	<input type="text"/>	<input type="text"/>
Bobcat	<input type="text"/>	<input type="text"/>
Tractor	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Sketch of the Site Map & Notes (attach Google map)

Please note: The Customer must provide a suitable and safe area including safe unload practices at the delivery Site. All unloading responsibility resides with the Customer and must conform to occupational health safety legislation at all times. The Customer indemnifies and holds Millform free from any claims arising out of the unloading of the goods. If the delivery site is unattended or deemed to be unsafe by Millform the Customer must pay all costs and fees resulting from any rerouting and storage due to reprocessing the delivery at another time.

Name:	Site Deliveries Checklist	Created:	Updated April 2017
Number:	<input type="text"/>	Approved:	<input type="text"/>