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Delivery Job Site Routing Sheet

All Information must be filled out completely

Customer: _____ Delivery Date: _____ Requested Time* _____

Onsite Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Onsite Contact Name: _____ Cell #: _____

Is the site Tractor Trailer accessible? Yes No

Type of site: Commercial, Residential, Other _____
Please Specify

Type of Location: _____

Special instructions: _____

Special Paperwork (ie customer BOL, paperwork without prices) Yes No

Payment Details: _____ P/U Check _____ C/C on File _____ Net 30 (ok to sign)

Reminders:

- Any questions about your run, drop order, directions, terms of sale...
- If you cannot read the customers signature, please ask for their name and driver to print it on the delivry receipt.
- If directions or delivery information is incorrect, please correct and attach corrected info to this form.
- It is the responsibility of the driver to assist the customer in unloading their order. If no one is available call the office.
- If something is wrong or confusing with the job site information, please call Ed or Marti immediately.

*Note: Requested time from the customer may be different then your scheduled time for a number of reasons. There are times when the bill to customer is having plant material delivered to their subcontractor, who is different.

Office Contact: _____