



BENNETT ACCOUNT DATA SHEET

CLIENT INFO

Company Name: _____
Address: _____
Primary Contact: _____ Title: _____ Office #: _____
Email: _____ Mobile #: _____ Fax #: _____
Secondary Contact: _____ Title: _____ Office #: _____
Email: _____ Mobile #: _____ Fax #: _____

SHIPPING INFO

Shipping Address #1: _____
Shipping Address #2: _____
Shipping Address #3: _____
Contact for Shipping: _____ Phone #: _____ Fax #: _____
After hours Contact for Shipping: _____ Phone #: _____ Fax #: _____
Email Address(es) for Advance Shipping Notice, BOL Alerts, or Other Updates: _____
Are we required to call ahead prior to delivery?: ☐ Yes or ☐ No
Are dock appointments required?: ☐ Yes or ☐ No
What are your shipment receiving hours?: AM - PM
Can shipments be received during 2nd shift?: ☐ Yes or ☐ No
If so, what are the 2nd shift receiving hours?: AM - PM
Do you have a receiving dock?: ☐ Yes or ☐ No
Will a standard high cube trailer fit into your dock (13' 9" high x 53' long)? ☐ Yes or ☐ No
Do you use racking for corrugate?: ☐ Yes or ☐ No
What is the maximum unit height allowed?: _____
Special directions to facility: _____

DELIVERY REQUIREMENTS

Unitizing or Strapping - Special Instructions: _____

Wooden Pallets - Are shipments required to be on wooden pallets? ☐ Yes or ☐ No
If on Pallets - Do you require: ☐ 1 unit per pallet or ☐ 2 units per pallet
How is product unloaded? ☐ Forklift, ☐ Pallet Jack, ☐ By Hand, ☐ Other: _____
Are standard quantities of 10% over/under acceptable? ☐ Yes or ☐ No
If standard quantities are not acceptable, please provide required quantities: _____
Other delivery requirements: _____

BILLING

Bennett invoices our customers on a per delivery basis. If your needs are counter to this practice, please explain and we will work to find a suitable solution: _____

Billing Address (if different than company address): _____
Billing Contact: _____
Office #: _____ Email: _____
Secondary Billing Contact: _____
Office #: _____ Email: _____
You will be invoiced electronically unless otherwise specified.
Primary Billing Email: _____
"Other", please explain: _____



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ADDITIONAL NOTES