

# DELIVERY ORDER REQUEST

**FAX FORM TO: 301.330.1451**

**NOTE:** This must **ONLY** be used for deliveries with pick-up times between **8am and 5pm M-F**, regardless of time the order is placed. **VERY IMPORTANT:** The billing price may differ slightly from this estimate due to final calculations of the delivery weight, skid count, wait time, etc.

(Please fill out all information completely!)

Today's Date: \_\_\_\_\_ Account/Customer No: \_\_\_\_\_

Your Job Reference No: \_\_\_\_\_ Your Name: \_\_\_\_\_

Pick Up Information:  Ready Now  Ready Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. or p.m.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

Delivery Information: Delivery Deadline: \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

Type of Service: Round Trip:  Yes  No

One Way:  Regular  Rush  Direct Delivery Rush  Economy  24 Hour

Return Trip (if applicable):  Regular  Rush  Direct Delivery Rush  Economy  24 Hour

No. of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Vehicle:  Car  Wagon  Pick-Up Truck  Van

Payment:  Place on Customer Account  Credit Card

Card Type:  VISA  MC  AmEx Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

*(please print)*

Special Instructions: \_\_\_\_\_

Once you have completed all of the fields, click your browsers print button, sign where applicable and fax the completed form to Runners, Inc. for processing. Your Delivery Order will be confirmed and faxed back to you by one of our representatives.

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Order Confirmation No.: \_\_\_\_\_ (office use only)