

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.

Your Delivery Order will be confirmed and faxed back to you by one of our representatives.

Order Confirmation No.: _____ (office use only)