

Procedure for Customer Pick-Up Orders

In order to make customer pick-up orders more efficient we have set up guidelines and expectations:

1. Prior notification to and approval from your Marshfield DoorSystems Sales and Service Representative is needed for all pick-ups. A 2-hour "window" for your pick-up time is required. If you are not here for the 2-hour window, the driver may have to wait for the next opening.
2. Information needed prior to pick-up:
 - Type of truck (Taut Liner, Flat Bed or Van)
 - Trucks dimensions, i.e., gross weight, length, width, opening size
 - Customer name and Marshfield DoorSystems order number(s)
Please use the form below to submit this information.
3. Trucks will be weighed before entering and leaving the plant site. This will insure that we do not overload any units before they go back on the road. The weight ticket from the guardhouse will be presented to the Shipping Truck Loader before doors are loaded.
4. Securing of loads will be the responsibility of the truck driver.

If you have questions or concerns, please contact your Marshfield DoorSystems Sales and Service Representative.

ORDER PICK-UP INFORMATION

Company Name _____

Marshfield DoorSystems Order Number _____

Date/Time of Scheduled Pick-Up _____

Type of Truck: _____ Taut Liner _____ Flat Bed _____ Van

Gross Weight of Truck _____

Length of Truck _____

Width of Truck _____

Opening Dimensions of Truck Doors: Height _____ Weight _____

Fax to: _____

