

IMPORT REQUISITION FORM



Import Requesting Customer Details	
<i>* Columns indicates a mandatory field</i>	
<b>Company Name :</b> *	
<b>Account Number :</b> *	
<b>Contact Name :</b> *	
<b>Contact Telephone :</b>	
<b>Contact Address:</b>	
<b>Contact Email :</b>	
<b>Request Date :</b>	
<b>Has Requestor notified Shipper? :</b> *	YES / NO

Details for Pick-Up and Delivery		
<i>* Columns indicates a mandatory field</i>		
	Pick-Up Customer Details	Delivery Customer Details
<b>Company Name :</b> *		
<b>Pick Up Point (e.g. Reception) :</b>		
<b>Address Line #1 :</b> *		
<b>Address Line #2 :</b>		
<b>Address Line #3 :</b>		
<b>City :</b> *		
<b>Post/Zip Code :</b> *		
<b>Contact Name :</b> *		
<b>Contact Telephone :</b> *		
<b>Contact Fax :</b>		
<b>Contact Email :</b>		
<b>Country Name :</b> *		

Shipment Details	
<i>* Columns indicates a mandatory field</i>	
<b>Pick-Up/Purchase Reference :</b>	
<b>Pick-Up Instructions :</b>	
<b>Shipment Contents :</b> *	
<b>Number of Pieces :</b> *	
<b>Shipment Weight :</b> *	
<b>Shipment Dimensions :</b> *	
<b>Shipment Value (USD):</b>	
<b>Insurance Required :</b> *	YES / NO
<b>Special Delivery Instructions :</b>	
<b>Ready Date :</b>	
<b>Ready Time :</b>	
<b>Close Time :</b>	
<b>Rate Quoted :</b>	