



DELIVERY HANDOFF

A clear one-page handoff for dispatch, the shipper and the receiver.

1 Shipment identity

SHIPPER

RECEIVER

REFERENCE / PO

REQUESTED DATE

2 Contacts and windows

PICKUP CONTACT AND PHONE

DELIVERY CONTACT AND PHONE

PICKUP-READY TIME

DELIVERY WINDOW

3 Freight and equipment

PIECE COUNT, DIMENSIONS, WEIGHT AND FREIGHT DESCRIPTION

☐ Dock-to-dock

☐ Tailgate review

☐ Pallet-jack review

☐ Appointment

4 Access, proof and exceptions

ACCESS NOTES, PROOF-OF-DELIVERY CONTACT AND EXCEPTIONS