



PICKUP READINESS CHECKLIST

A fillable one-page handoff sheet for shippers, receivers and dispatch teams.

1 Shipment reference

COMPANY

REFERENCE / PO NUMBER

PICKUP DATE

READY TIME

DELIVERY WINDOW

2 Before dispatch

- ☐ Pickup and delivery addresses confirmed
- ☐ On-site contact names and phone numbers confirmed
- ☐ Piece / skid count confirmed
- ☐ Dimensions and approximate weight confirmed
- ☐ Freight packaged, labelled and safe to move
- ☐ Dock, parking and site-access instructions confirmed
- ☐ Tailgate, pallet-jack or ground-level needs disclosed
- ☐ Reference numbers and paperwork attached
- ☐ Proof-of-delivery contact confirmed

3 Handoff details

PICKUP CONTACT

DELIVERY CONTACT

EXCEPTIONS, ACCESS NOTES OR SPECIAL INSTRUCTIONS