

Jobsite Delivery Request Form

A jobsite delivery **MUST** be approved before the order is submitted to Metal Sales. To determine an order's eligibility for jobsite delivery and the total costs, contact your Customer Service Representative and/or Territory Sales Manager during the quoting process. Jobsite deliveries and moffett/boom use for unloading are not available or possible for all orders. For all jobsite deliveries, the end customer must agree to all of the guidelines below.

***** NO PRODUCTION WILL BEGIN UNTIL THIS FORM IS COMPLETED AND APPROVED BY METAL SALES *****

| DISTRIBUTOR INFORMATION | END USER/JOBSITE INFORMATION |
|-------------------------------|--|
| Distributor: | Name: |
| City & State: | Ship-To |
| Dist. Contact: | Address: |
| Email: | City: |
| Phone: | State: Zip: |
| PO # or Job Name: | Phone: |
| Metal Sales Quote or Sales #: | Contact Name: |
| Estimated Delivery Date: | Contact Phone: |

| FOR THE END USER: SELECT YES OR NO AND INITIAL EACH STATEMENT BY TYPING INITIALS | Y/N | INITIAL |
|---|-----|---------|
| 1. I will be present or have my representative present at the time of delivery: | | |
| 2. I am requesting Metal Sales off-loading equipment with this order (10,000-pound limit): (If not, go to #4) | | |
| 3. I agree to pay fees for the jobsite delivery and/or off-loading equipment as quoted or in effect at the time the order is processed: | | |
| 4. I WILL have manpower to operate and proper equipment (forklift(s), booms, cranes, spreader bars, etc.) available at the jobsite to unload the truck. IT IS RECOMMENDED THAT PRODUCTS OVER 25' BE HANDLED WITH TWO FORKLIFTS OR A CRANE WITH AN ADEQUATE SPREADER BAR. HAND OFF-LOADING IS NOT PERMITTED: | | |
| 5. I have verified that the jobsite will allow access for an 85', 80,000-pound tractor/trailer unit. Access means by the ability to enter, turn around and exit the site. | | |
| 6. I have verified that the delivery location IS NOT on a single-lane dirt or gravel road, DOES NOT require crossing a wooden bridge, DOES NOT require the use of tire chains and is not a concrete or blacktop residential driveway. | | |
| 7. I understand that deliveries WILL NOT be made without proper safeguards ¹ , including a minimum road width of 22', a minimum of 13'6" in height clearance and a delivery area grade of NOT more than 5 degrees. This includes the route to get to the jobsite. | | |
| 8. I understand that the delivery driver has the authority to refuse a jobsite delivery if the information I provide is inaccurate ² or for safety and/or other legitimate reasons. | | |
| <small>¹ - Curbside deliveries made from a public road or highway will be prohibited unless the roadway is officially blocked or barricaded from all directions by local law enforcement or other traffic officials. It is YOUR responsibility to make arrangements and pay any required fees. ² - Delivery fees are non-refundable if you provide inaccurate information that causes the jobsite delivery to be aborted. An additional delay fee of \$100/Per Hour may be assessed as well (prorated).</small> | | |

| SELECT YES AND INITIAL EACH STATEMENT IF YOU ANSWERED "YES" TO #2 ABOVE | YES | INITIAL |
|---|-----|---------|
| 1. I understand that off-loading equipment are only used to lower product to the ground. Metal Sales WILL NOT off-load material onto a roof, platform, under a structure or onto a roof rack on a truck | | |
| 2. I understand that low-hanging wires and/or trees may prevent boom/moffett use. | | |
| 3. I understand that off-loading equipment can only unload product with a length of 25' or less for lap panels and 30' or less for crated panels. Final approval of the jobsite delivery will be determined by the delivery driver. | | |

By signing below, Customer releases Metal Sales from any liability to the Customer in connection with the offloading and requires the Customer to indemnify and hold harmless Metal Sales in any action brought by an employee or agent of Customer against Metal Sales in connection with product delivery and unloading.

Customer Signature: _____ Date: _____

Metal Sales Approval: _____ Date: _____

Jobsite Delivery Request Form

Customer Name:

Ship-To

Address:

City:

State:

Zip:

Phone:

Contact Name:

Contact Phone:

Jobsite Directions (To Be Completed by the End User)

Please use North, South, East & West rather than left or right on all turn directions.

From Nearest Town & State:

, Go:

Jobsite Directions (To Be **Drawn** by the Customer)

Photocopies of maps are NOT acceptable. This includes plat books and/or Google maps. A map must be included.