

JOBSITE DIRECTION FORM

****IF NOT SENT, YOUR ORDER MAY BE DELAYED****
PLEASE COMPLETE JOBSITE DELIVERY FORM ON PAGE 2

TO BE COMPLETED BY CUSTOMER

Customer Name: _____
Job Name: _____
Street Address: _____
City/State/Zip: _____
Nearest Town: _____

Customer P.O.#: _____
Office Phone: _____
Job site Phone: _____
Cell Phone: _____
Contact Name: _____
Contractor: _____

JOBSITE DIRECTIONS

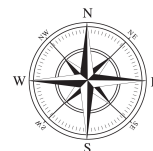
(TO BE COMPLETED BY CUSTOMER)

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

From Nearest Town & State _____, go:

JOBSITE MAP

(TO BE COMPLETED BY CUSTOMER)



JOBSITE DELIVERY FORM

To schedule a jobsite delivery, please complete ALL information requested on this form.
E-mail/Fax the completed form along with the written directions and a hand-drawn legible map.

Fax #: 303.682.2509 / 800.289.1617

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

JOBSITE INFORMATION

MSMC Contact: _____

Delivery Week Of: _____

MSMC Order #: _____

PO# or Job Name _____

Sold to: _____

Customer Name: _____

Street Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Contact Name: _____

Contact Phone #: _____

Phone #: _____

INITIAL EACH STATEMENT IN SPACES PROVIDED AND CIRCLE YES OR NO.

Yes / No Initial

1). I am requesting a jobsite delivery for the above order.		
2). I am requesting MSMC off loading equipment along with this delivery, 10,000 lbs max weight limit, with this order.		
3). I agree to pay fees for a off loading equipment and/or job site delivery service as quoted or in effect at the time the order is processed.		
4). I will be present or have my representative present at the time of delivery.		
5). I <u>WILL</u> have manpower and/or proper equipment (forklift(s), booms, cranes, spreader bars, etc.) available at the job site to unload the truck. <u>It is recommended that product over 25' be handled with two forklifts or a crane with an adequate spreader bar.</u>		
6). The job site has been verified by me to allow access for an 85', 80,000 lbs tractor/trailer unit. Access means by the ability to enter, turn around, and exit the site.		
7). The delivery location <u>IS NOT</u> on a single lane dirt or gravel road, <u>DOES NOT</u> require crossing a wooden bridge, and <u>DOES NOT</u> require the use of tire chains. <u>NO concrete or blacktop residential driveways.</u>		
8). I understand that deliveries <u>WILL NOT</u> be made without proper safeguards ⁽¹⁾ ; a minimum road width of 22', a minimum of 13'6" height clearance and grade of delivery area <u>NOT</u> more than 5 degrees. This includes the route to get to the job site		
9). I understand that the delivery driver has the authority to refuse a job site delivery if the information I provide is inaccurate ⁽²⁾ or for safety and/or other legitimate reasons.		

PLEASE INITIAL THE FOLLOWING STATEMENTS IF YOU ANSWERED "YES" TO ITEM 2 ABOVE.

1). I understand that off loading equipment are only used to lower product to the ground. MSMC <u>WILL NOT</u> off load material onto a roof, platform, under a structure, or on to 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 a length of 25' or less for lap panels and 30' or less for crated panels. Final approval is job site is able to be delivered is determined by the delivering driver.		

(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 job site delivery to be aborted. Delay fee of \$50/hour (prorated).

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: _____

MSMC Approval: _____

Revised June 2016