

WAREHOUSE SERVICES REQUEST

Please use this form to request assistance and special delivery services from the CCS Warehouse. A single box that can be placed on top of the regular delivery pouch and hand carried to the delivery truck is considered part of the standard delivery service and does NOT need this form.

DO NOT USE FOR ASSET NUMBER CONTROLLED ITEMS – You must use the FA-2 and FA-4 forms

Special Delivery Services INCLUDE:

- 1) any single box that is too large, **or too heavy**, to be placed on top of the regular delivery pouch and hand carried to the delivery truck.
- 2) Multiple boxes or equipment to be delivered to any location.
- 3) Hauling items to the dump via dump trailer.

FAX this form to the Warehouse (**FAX# 728-7979**) or EMAIL to warehouse@carteretk12.org AT LEAST 1 WEEK in advance of the date item needs to be moved. We MUST plan in advance due to the East/West delivery route.

ALL BOXES MUST BE LABELED WITH THE DESTINATION LOCATION

DATE: _____

PERSON REQUESTING SERVICE: _____

Please include ALL PICKUP LOCATION information below:

PICKUP DATE: _____ SCHOOL#: _____ SCHOOL NAME: _____

TYPE OF SERVICES (Be specific –Include number of boxes or a description of the assistance needed):

DELIVERY LOCATION information below:

SCHOOL#: _____ SCHOOL NAME: _____

DATE NEEDED AT DELIVERY LOCATION: _____

PERSON TO BE DELIVERED TO: _____

Received by (signature): _____

For warehouse use only:

Date Request Received: _____

Date Delivered: _____

Driver Signature: _____