



United Courier
1150 W 8th St. Ste 110, Cincinnati, OH 45203
Tel: 513-961-2444 Fax: 513-487-5193

United Courier

This form covers the information that our Customer Service Representatives will ask when you place an order. Please check your addresses, names, numbers, etc. for accuracy to ensure efficiency of your delivery request. We appreciate your assistance.

BILLED TO: (Company being charged)

CALLER NAME:

CALLER PHONE #:

PICK UP SITE: Name of Company or Person (if private residence):

Complete address (including room, suite, floor, or apartment # and zip code):

Contact name:

Contact Phone #:

Special instructions (helpful directions or landmarks, is there a certain place to park, load or enter, what if no one is at the pick up site, does the driver need to sign for item(s), etc.):

DELIVERY SITE: Name of Company or Person (if private residence):

Complete address (including room, suite, floor, or apartment # and zip code):

Contact name:

Contact Phone #:

Special instructions (helpful directions or landmarks, is there a certain place to park, load or enter, what if no one is at the delivery site, does the driver need to sign for items(s), etc.):

PACKAGE DETAILS:

Description (envelope, box, other):

How many pieces:

Weight:

Fragile/temperature requirements:

Special equipment needs (cooler, dolly, gloves, etc):

When will item(s) be ready: Now: \_\_\_\_\_ Later: \_\_\_\_\_ a.m. (or) \_\_\_\_\_ p.m.

VEHICLE TYPE:

Car \_\_\_\_\_ Pickup Truck \_\_\_\_\_ Cargo Van \_\_\_\_\_ 15' Box Truck \_\_\_\_\_ 24' Box Truck \_\_\_\_\_

SERVICE TYPE: (When does your item(s) ABSOLUTELY have to be delivered)

STAT (Up to 89 minutes) \_\_\_\_\_

RUSH (90 to 179 minutes) \_\_\_\_\_

REGULAR (3-4 hours) \_\_\_\_\_

SAME DAY (deliver by 5:00 p.m.) \_\_\_\_\_