

# US Messenger & Logistics, Inc.

## Scheduled Services Work Order



Toll Free (866) 788-0600

This form is to be used for ordering & changing scheduled and routed deliveries. If you have any questions feel free to contact our Scheduled Services Department at 630-286-0555 or toll free at the number above.

Today's Date:		Work Start Day & Date:			
Your Name:		Phone:		e-mail:	
Type of Transaction – Please Check All That Apply -					
TYPE:	<input type="checkbox"/> Quote Only	<input type="checkbox"/> New Start	<input type="checkbox"/> Cancel Existing	<input type="checkbox"/> Change(s)–check below	
CHANGES:	<input type="checkbox"/> Name <input type="checkbox"/> Address	<input type="checkbox"/> Days <input type="checkbox"/> Time	<input type="checkbox"/> Location	<input type="checkbox"/> Other	
Where Should the Invoice for Services be Sent?					
Bill To Company Name:			Bill To Person/Dept.:		
Bill To Address:		City		ST.	Zip Code:
Bill To Contact e-mail			Phone:		FAX:
BILLING FREQUENCY: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other – What?					
When & Where Will We Pick up Your Delivery?					
Pickup Day(s): <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday					
Pickup Company Name:			Pickup Contact:		
Pickup Address:			City		Room/Floor:
Pickup Time:		Please circle AM or PM		Type, Size & Number of Pieces on Average	
					Phone:
Where Will We Deliver Your Work?					
Delivery Company Name:			Delivery Contact:		
Delivery Address:			City		Room/Floor:
Deliver By Time:		Please circle AM or PM		Special Access Required? If YES – What?	
					Phone:
Special Instructions: - Please insert any special information that we may need to complete the transaction to your expectations.					