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# Mid - American Glass, Inc.

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Flat Glass Distribution · Insulating Glass · Architectural Metal

## Jobsite Delivery Request

Customer: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number (to call 24 hrs. before delivery): \_\_\_\_\_

Alternate Phone Number (to call prior to delivery): \_\_\_\_\_

Report to Customer's Location prior to jobsite: Yes \_\_\_\_\_ No \_\_\_\_\_

Report directly to Jobsite Location: Yes \_\_\_\_\_ No \_\_\_\_\_

Jobsite Location:

Address: \_\_\_\_\_  
\_\_\_\_\_

Landmarks, identifiable buildings: \_\_\_\_\_

If necessary, will forklift available at Jobsite? Yes \_\_\_\_\_ No \_\_\_\_\_

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Date Required for Delivery: \_\_\_\_\_ Jobsite Charge: \$75 \_\_\_\_\_ \$150 \_\_\_\_\_

Order Numbers for Jobsite Delivery: \_\_\_\_\_

MAG Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Special Requirements: \_\_\_\_\_  
\_\_\_\_\_

Contact made 24-hours prior to delivery: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(original w/maps to shipping office; copy to P.O. file)



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## Jobsite Delivery Request

1. Acquire all relevant jobsite information from customer prior to completing material order.
2. Complete Jobsite Delivery Request – take form and customer purchase order to Ron K. for approval, pricing, and scheduling
3. Complete customer material order
4. Note “JOBSITE DELIVERY” in comment section of order
5. Return Jobsite Delivery Request to Ron K for driver’s maps, original to file

### NOTES:

- Customers should notify MAG of jobsite deliveries 24-hours in advance of shipment
- Drivers will not deliver to jobsite without approved jobsite authorization
- Charges are based on materials delivered and jobsite location. Jobsite charges for quoted projects may be included in quotation.