



# Shipping Information

Account Name:

Account Contact Name:

## Shipping Guidelines

With the exception of Local Deliveries in the Denver, Colorado market, all of our deliveries must be made to a commercial warehouse with either a raised loading dock or forklift access to remove the pallets from the back of the truck. If you do not have a raised loading dock or forklift access at your warehouse location, you must add the "Liftgate" shipping option to each order.

Many companies that do not have a warehouse location utilize a 3rd party or "Final Mile" delivery service. Please enter below your warehouse location (company-owned or 3rd party) and the hours of operation that they are able to receive products. We will schedule all deliveries to fall within those hours as available. All deliveries will include a "call ahead" service from the shipping company.

Someone must be present at the time of delivery. If no one is present, delivery cannot be made and you may incur additional charges for the delay or re-delivery of the product.

## Main Shipping Location

Please fill out the information below and return to info@primarykitchen.com.

- |   |  |
|---|--|
| <input type="checkbox"/> Company Warehouse                        | <input type="checkbox"/> 3rd-party Warehouse |
| <input type="checkbox"/> Raised loading dock available            | Name _____                                   |
| <input type="checkbox"/> Forklift available at warehouse          |  |
| <input type="checkbox"/> Liftgate service will be added to orders |  |

Warehouse Street Address	City	State	Zip
_____	_____	_____	_____

Warehouse Contact Name	Phone Number	Email Address
_____	_____	_____

Please check the days, and write in the window of time, when deliveries can be made.

Days	From	Time	To
<input type="checkbox"/> Monday	_____		_____
<input type="checkbox"/> Tuesday	_____		_____
<input type="checkbox"/> Wednesday	_____		_____
<input type="checkbox"/> Thursday	_____		_____
<input type="checkbox"/> Friday	_____		_____
<input type="checkbox"/> Saturday	_____		_____
<input type="checkbox"/> Sunday	_____		_____

Please make sure to choose this warehouse location in your ALLMOXY online account. The address can be added in the Contact Info section of your profile.