

Shipment Checklist

Is your freight ready to be shipped?

Specifications	Yes	If yes	No	If not
Delivery site capacity				
Site accessible to a 53-foot trailer?	<input checked="" type="checkbox"/>		<input type="checkbox"/>	In the system: Small truck
Site has a dock?	<input type="checkbox"/>		<input type="checkbox"/>	In the system: Requires a hydraulic tailgate <i>(accessorial charge applicable)</i>
Site has an outdoor forklift?	<input type="checkbox"/>	In the system: Outdoor forklift available	<input type="checkbox"/>	
Dock smaller than 12 feet high?	<input type="checkbox"/>	Please contact customer service	<input type="checkbox"/>	
Delivery specifications				
Needs handling? (e.g. inside or upper floor delivery)	<input type="checkbox"/>	Check the appropriate box in the system <i>(accessorial charge applicable)</i>	<input type="checkbox"/>	
Site open from 8 am to 5 pm?	<input type="checkbox"/>		<input type="checkbox"/>	Enter the business hours of the customer
Appointment required for delivery?	<input type="checkbox"/>	Check the appropriate box in the system <i>(accessorial charge applicable)</i>	<input type="checkbox"/>	
Place of delivery				
Delivery to a private residence?	<input type="checkbox"/>	Check if accessible for 53-foot trailer and provide the phone number and contact name <i>(accessorial charge applicable)</i>	<input type="checkbox"/>	
Delivery to a construction site?	<input type="checkbox"/>	Provide on-site contact's name, phone number and contractor's name	<input type="checkbox"/>	
Delivery to an exhibition or fair?	<input type="checkbox"/>	Provide delivery hours, booth number and name of the event <i>(accessorial charge applicable)</i>	<input type="checkbox"/>	
Delivery to an export customs warehouse?	<input type="checkbox"/>	Provide the name of the customs broker and the reservation number required upon delivery	<input type="checkbox"/>	

Note that any missing information may cause a delay and/or a second delivery charge. In all cases, we will try to find an alternative to avoid delays. Extra charges, if any, will be added to the freight bill.

If you have questions at any time, please contact our Customer Service department at 1-800-567-1470, ext. 1.

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DELIVERY SITE SPECIFICATIONS

Small truck: Please note if the customer's site is not accessible with a 53-foot trailer.

Hydraulic tailgate: A Platform located at the back of the truck to lower the freight, when no dock is available.

Outdoor forklift: When no dock is available, a customer may have an outside forklift. If so, freight is picked up from the back of the trailer, and the hydraulic tailgate is not needed.

Dock smaller than 12 feet high: Some docks have an underground access or a ceiling that is lower than the height of our trucks.

DELIVERY SPECIFICATIONS

Handling: If assistance is required to load or unload the freight, it must be noted to ensure that the driver has the appropriate equipment on board.

Inside delivery: Indoor delivery applies when the driver must deliver the goods more than 10 feet inside the building. The consignee must take charge of the goods within 10 feet of the entrance.

Inside/floor delivery: Charges apply if the driver is requested to deliver/pick up the freight more than 10 feet inside the building or if a delivery/pick must be made on a different floor.

Delivery time: You're responsible to ensure that Transport Bourret can meet the required delivery time. Some areas are covered on limited periods throughout the day. Failure to check regional coverage with our customer service 1(800)567-1470 may cause service failures or extra charges, even if the information has been written on the BOL at time of shipping.

Appointment required: Add 24 hours to delivery transit time.

DELIVERY/ PICK UP SITE

Delivery to a private residence: Extra charges apply when delivery/pick up is performed at a private residence. The carrier's responsibility is limited to protecting the freight from the elements and to secure it 10 feet from the door. *Please note that we do not install or position the freight on display units.*

Delivery to a construction site: A contact/contractor name and phone number must be provided before delivery/pick up is attempted.

Delivery or pick-up at an exhibition or fair: Contact name, phone number, booth number, name of event and a time window for delivery/pick up must be provided before delivery/pick up is attempted. Detention time may also be applicable

Delivery to an export customs warehouse: Name of customs broker, booking/reservation number must be provided before delivery/pick up is attempted. Failure to provide such information could lead to 2nd delivery or missed pick up charges.