

Recurring Logistics Schedule

Map a regular service arrangement and the support your team needs.

1 / BUSINESS & COORDINATION

Company / primary contact

Email / phone

Start date / trial period

Backup contact / phone

Billing contact / email

Who approves extra work?

2 / SERVICE PATTERN

☐ Weekly ☐ Every two weeks ☐ Monthly ☐ Other

Preferred days / frequency details

Typical pickup & delivery windows

Typical items / quantities / dimensions / weight

☐ Transport ☐ Inventory support ☐ Storage runs ☐ Vendor errands

Other recurring tasks / service instructions

3 / ACCESS & HANDLING

Loading help / equipment / packaging responsibilities

Parking / elevators / receiving hours / appointment requirements

Proposed schedule only. Availability, pricing, and service terms require confirmation.

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4 / STOPS & SCHEDULE

List stops in preferred order. Include full addresses and required time windows.

Day / frequency	Stop / full address	Contact / phone	Time window

5 / EXCEPTIONS & UPDATES

Holiday closures / blackout dates / seasonal volume changes

How and when will next-service quantities be provided?

Preferred method for changes / urgent issues

Person authorizing changes

Proof of completion / reporting requirements

Purchase order / reference / billing notes

Agree on change notice, cancellation terms, waiting time, and extra stops in the quote.