

Delivery Quote Checklist

Provide the details needed for an accurate delivery estimate.

1 / CONTACT & TIMING

Name / company

Email / phone

Requested date

Pickup window

Delivery deadline

2 / LOCATIONS

Full pickup address

Pickup contact / phone

Pickup access: parking, stairs, elevator

Full delivery address

Delivery contact / phone

Delivery access: parking, stairs, elevator

3 / LOAD & ASSISTANCE

Items / quantities / packaging

Largest item: length x width x height (include units)

Total estimated weight (include units)

☐ Item photos attached

☐ Dimensions estimated

☐ Weight unknown

Loading help available at pickup

Unloading help available at delivery

Fragile items / wrapping / room placement / extra stops

Flag oversized items and loading equipment needs. Quote and availability require confirmation.