Vendor Direct Jobsite Delivery Requirements Acknowledgement Template

Company Name: CAPITAL LUMBER COMPANY

Jobsite Contact:

Email:

Phone:

Jobsite Address:

Customer must consent & sign to the following requirements in order to facilitate a vendor direct delivery. Failure to comply with these requirements may result in order cancellation.

Jobsite Location & Access

- The delivery address must be a paved, commercial location.
- The jobsite must allow a 53 ft tractor trailer to safely access and turn around.
- Deliveries will not be accepted at residential addresses or private warehouses.
- A site validation using Google Maps, Earth, or satellite tools will be conducted before approval.
- Deliveries will not proceed if there are low wires, tree canopies, or narrow roadways impeding access

On-Site Equipment & Labor Staffing

- A forklift or dock must be available at the jobsite for unloading.
- The jobsite team is responsible for unloading; the driver will not assist.
- A forklift or dock must be available at the jobsite for unloading and the driver needs to be certified.

Jobsite Contact & Delivery Requirements

- A named contact must be provided before delivery can be scheduled.
- The named jobsite contact must be present at the time of delivery.
- The onsite contact is responsible for signing the Bill of Lading to confirm receipt.

Contingency & Failure Handling

- A fallback delivery location, such as a Lowe's store, must be identified before shipment.
- In the event that the delivery is not able to be completed at the jobsite, the delivery will be sent to a store within 30 miles to complete shipment (via Lowe's pickup or Delivery).

Note: If jobsite conditions can not be met or does not align to acknowledgment terms, it is recommended to ship product to Lowe's store and complete pick up or deliver via Lowe's to jobsite.

Vendor Support Contact Information:

Email: lray@capital-lumber.com

By:

Name (Print):

Date: