



**"A WORLD OF VALUE"**

*Craig Bachman*  
**IMPORTS, INC.**

**Frankfort Showroom**  
281 Ontario Street  
Frankfort, IL 60423

**Dallas Showroom**  
Interior Home Design Center  
2000 North Stemmons Freeway  
2F400 - IHDC  
Dallas, TX 75207

**SHIPPING INFORMATION - DATE:** \_\_\_\_\_ (Please Print)

**CUSTOMER CODE:** \_\_\_\_\_ **SHIP-TO CODE:** \_\_\_\_\_

**SHIP-TO:**

Business Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Receiving days & hours: \_\_\_\_\_

**CONTACTS:**

Name: \_\_\_\_\_ Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_

If Unavailable, contact: \_\_\_\_\_ Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_

**\*\*\* THE FOLLOWING MAY INCUR ADDITIONAL COSTS \*\*\***

- Are you in a residential shipping area/non-commercial? YES  NO
- Is it a storage unit or church? YES  NO
- Does location have limited access for 18 wheel semis? YES  NO
- Do you require a (select one): NOTE: Will delay shipment Delivery Appointment  Driver Notification
- Do you have a receiving dock? YES  NO
- Do you have a forklift? YES  NO
- Do you have a pallet jack? YES  NO
- Is a Lift Gate required? NOTE: Lift gate highly recommended for residential shipping. YES  NO
- Do you require inside delivery? (Business Only) YES  NO
- Before we send a shipment, how would you like to be contacted? EMAIL  PHONE
- Maximum pallet height? (If applicable) \_\_\_\_\_
- UPS Ground is our preferred small packages carrier and will be used unless otherwise requested. Do you have an account with a different carrier you would prefer be used? YES  NO

Do you have an account with UPS or FEDEX? \_\_\_\_\_ Account #: \_\_\_\_\_

**Please note, you will be notified by our shipping department for the following:**

**Deficit Weight:** The difference between the actual weight and the next higher weight level is called deficit weight. Normally you can ship extra goods with no additional freight costs.

**Low Density:** Density is used to determine the freight classification of items being shipped. Freight density is calculated by the shipment's pallet dimensions and weight.

**\* THIS FORM MUST BE COMPLETED IN FULL!**

\*\* Do you have multiple ship-to addresses? If so, you will need to fill out an additional form. \*\*

Updated:  
10/15/2020