



**CUSTOMER SHIPPING PREFERENCES**

Company Name: \_\_\_\_\_

*Which carrier do you prefer? Fedex, UPS, DHL, etc. For local companies, would you like delivery or will call?*

\_\_\_\_\_

*How do you want the billing shipping charges applied (no charge for local deliveries)?  
Added to the invoice or billed directly to your account with your specified carrier?*

\_\_\_\_\_

*If billing to the carrier, please list your carrier account number here.*

\_\_\_\_\_

*Sometimes schedules cannot be met. Will you accept partial orders?*

\_\_\_\_\_

*Will you accept orders earlier than the agreed upon due date? If yes, how early?*

\_\_\_\_\_

*Do you use a shipping notification website or software? If you have a portal that must be used,  
please let us know how to access it. Advise if ASN (Advanced Shipment Notification) is required.*

\_\_\_\_\_

*At times, we can make more parts than we anticipated during the quoting process.  
Each customer may choose to purchase the extras or not. Please let us know your choice.*

\_\_\_\_\_

*If you supply material, do you want the remnants returned or do you want us to dispose of the  
leftover material?*

\_\_\_\_\_

Thank you,

The Shipping Department