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- ☐ Shipper and consignee names, addresses, phone numbers
- ☐ Pickup and delivery hours; appointment needs
- ☐ Number and type of handling units
- ☐ Dimensions and weight of every unit
- ☐ Commodity description and NMFC item / class
- ☐ Hazmat details if applicable
- ☐ Accessorials: liftgate, residential, inside delivery
- ☐ Declared value / insurance
- ☐ Pallets shrink-wrapped and labelled on two sides
- ☐ Photos of freight taken before pickup

Notes