



# SameDay Small Package Delivery & SameDay Freight Fax Order Form

**IMPORTANT: We take faxed orders Monday through Friday, 8:00am to 5:00pm  
All other times, please contact us at 804.527.0003 or 800.332.4003**

**PLEASE FAX THIS FORM TO 804.527.0024**

*By entering your e-mail address, you will receive an order confirmation as well as proof-of-delivery notification.*

Client Name/#:	<input type="text"/>	Your Name:	<input type="text"/>
Billing Reference:	<input type="text"/>	Ph# & Ext.:	<input type="text"/>
Date/Time Avail:	<input type="text"/>	E-Mail:	<input type="text"/>

**Delivery Type:**

Standard Service	<input type="checkbox"/>
Rush Service	<input type="checkbox"/>

**Vehicle:**

Car	<input type="checkbox"/>
Cargo Van	<input type="checkbox"/>

**Delivery Release:**

Authorize PCI to leave package in safe area if consignee is not available	<input type="checkbox"/>
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**Pickup From:**

Company Name:	<input type="text"/>	Address:	<input type="text"/>
Contact Name:	<input type="text"/>	Address 2:	<input type="text"/>
Contact Phone #:	<input type="text"/>	City/State/Zip:	<input type="text"/>

**Deliver To:**

Company Name:	<input type="text"/>	Address:	<input type="text"/>
Contact Name:	<input type="text"/>	Address 2:	<input type="text"/>
Contact Phone #:	<input type="text"/>	City/State/Zip:	<input type="text"/>

QTY	Description	Weight	Height	Width	Length
	<b>Total Pcs</b>		<b>Total Weight</b>		

**Comments & Special Instructions:**

**Pickup Info:**

Driver #:	<input type="text"/>
Time:	<input type="text"/>

This shipment shall be governed by the SameDay Delivery Terms and Conditions contained in the most recently issued Professional Courier, Inc. SameDay Delivery Service Guide as published at [www.professionalcourier.net](http://www.professionalcourier.net). It is the responsibility of the Client to review these SameDay Delivery Terms and Conditions in case there are any changes.