

Collection request form

Site CT code Internal use only	
Site name and full address (Ensure up to date phase and postcode)	
Site contacts (SM/ASM/FLT) (MUST include email and phone number)	
Is there a FLT on-site?	
Vehicle type (Can you accept an Artic?)	
Site access times (Earliest lorry can access /last time a lorry can start to load – this can take an hour)	
What 3 Words	
Site restrictions (Including schools in area)	
Quantity of pallets (How many of each size)	
PO reference Bulk or single (Region if possible)	