



SHIPMENT CONTROL FORM – USA Collect Domestic Shipments Only

Supplier Name: _____ Contact Name: _____
 Street Address: _____ Phone #: _____
 City: _____ State: _____ Zip: _____ Shipping Hours: _____
 Pickup Address & Phone # if Different from Above: _____
Additional Instructions and/or Pick-Up Number: _____

Ready to Ship Date:	Floor Load <i>OR</i> Palletized: <input type="checkbox"/> LOOSE <input type="checkbox"/> PALLETS	Supplier Load <i>OR</i> Driver Load: <input type="checkbox"/> SUPPLIER <input type="checkbox"/> DRIVER
In-House/Due Date:	Stackable Pallets: <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver Count: <input type="checkbox"/> YES <input type="checkbox"/> NO
Temperature Restrictions: <input type="checkbox"/> A/C 55°-70° <input type="checkbox"/> COOLER 35°-38° <input type="checkbox"/> FREEZER 0° <input type="checkbox"/> NO	24 Hour Notice Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Appointment Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO

Purchase Order #	Item / Part #	General Item Description	Total Cartons	Weight (Lbs.)	Total Pallets	Handling Unit Dimensions	Freight Class	Product Value
TOTALS:								

Top Section to Be Completed by Supplier / Shipper

Bottom Section to Be Completed by the Colony Brands Transportation Department

Carrier Information:

PLEASE NOTE – Failure to comply with the following may result in chargebacks:

- To help avoid the need for revisions, orders must be ready to ship prior to submitting this form
- Revisions must be submitted to Traffic@colonybrands.com for reassessment prior to shipping
- The Bill of Lading provided by Colony Brands Traffic must be utilized
- If for any reason, you are asked to provide a Bill of Lading, the BOL must meet industry standards
- Copies of the Packing list must be attached to both the Freight and to the Bill of Lading

Please Email Form to Colony Brands Transportation Department:
Traffic@colonybrands.com

For a downloadable copy, please visit -- <http://www.colonybrands.com/supplier-manual-nonfood>