

OCEAN STATE JOBBERS **READY TO SHIP (RTS) FREIGHT** REQUEST FORM  
EMAIL COMPLETED FORM TO [appointments@osjl.com](mailto:appointments@osjl.com)

DATE	TERMS	PO #	LOAD TYPE	IF PALLETS, HOW MANY?	CAN PALLETS STACK?
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>CARTONS</b>	<b>WEIGHT</b>	<b>CUBE</b>	DESCRIBE HANDLING UNITS IF NOT CARTONS		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
VENDOR	YOUR NAME	YOUR PHONE #	YOUR EMAIL		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

**FOR COLLECT FREIGHT SHIPMENTS, PLEASE FILL OUT FIELDS BELOW**

READY TO SHIP				
DATE	SHIPPER NAME	CONTACT	PHONE #	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS	CITY	STATE	ZIP	HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**FOR PREPAID AND COLLECT FREIGHT SHIPMENTS**

IF THIS SHIPMENT INCLUDES MULTIPLE ITEMS, PLEASE FILL OUT THE FIELDS BELOW. YOU MAY ALSO PROVIDE US WITH YOUR PICKING OR PACKING SLIP OR A SPREADSHEET IF THERE ARE MORE THAN 6 ITEMS MOVING ON THIS SHIPMENT

OSJL SKU #	UNITS	CARTONS
<input type="text"/>	<input type="text"/>	<input type="text"/>

OSJL SKU #	UNITS	CARTONS
<input type="text"/>	<input type="text"/>	<input type="text"/>

OSJL SKU #	UNITS	CASES
<input type="text"/>	<input type="text"/>	<input type="text"/>

OSJL SKU #	UNITS	CASES
<input type="text"/>	<input type="text"/>	<input type="text"/>

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<input type="text"/>	<input type="text"/>	<input type="text"/>

OSJL SKU #	UNITS	CASES
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Email completed READY TO SHIP (RTS) FREIGHT request form at least two business days in advance of actual ready to ship date to:

[appointments@osjl.com](mailto:appointments@osjl.com)

2. Please be sure to include the Ocean State Jobbers, Inc Purchase Order Number In The Subject Line of Your Email.

3. READY TO SHIP (RTS) desk is open 0830 to 1630, MON to FRI (except holidays). OSJL will respond via Email by the next business day with RTS NUMBER

4. Prepaid Freight: Once you receive Ocean State Jobbers, Inc's RTS Number, you or your carrier can schedule a delivery appointment using the PREPAID DELIVERY APPOINTMENT REQUEST FORM available for download at [traffic.osjl.com](http://traffic.osjl.com)

5. Collect Freight: The Traffic department at Ocean State Jobbers, Inc will route your shipment to one of its collect freight carriers. The carrier will contact your shipper to schedule a pick up appointment.

6. Please be sure the RTS number appears on your BILL OF LADING AND PACKING SLIP.

**RTS NUMBER TO BE FILLED IN BY OCEAN STATE**