

RackForce Shipping & Receiving Agreement Form

Section 1 : Client information					
Company					
Name		Account No			
Email		Phone No			
Section 2 : Bill of Lading – ONLY Complete this section if your shipping item(s) from RackForce					
I have included the REQUIRED bill of lading with this agreement.					
<input type="checkbox"/> YES					
Please specify if your shipment is INTRA-CANADA or INTERNATIONAL					
<input type="checkbox"/> Intra-Canada			<input type="checkbox"/> International		
*Ensure to include the appropriate <i>Customs Documentation</i>					
Section 3 : Shipment Information – SKIP this section if you are shipping item(s) from RackForce					
Courier		Service Level		<input type="checkbox"/>	Ground
Account No.				<input type="checkbox"/>	Express
Tracking No.					
FROM			TO		
	Contact No.			Contact No.	
Equipment Description: Provide Detailed Overview					
No. of pieces					
TICKET Reference No.					
ETA Shipment Arrival		ETA Equipment install			
Section 4: Special Instructions					
Instructions					
Section 5 : Agreement					
<p>I _____ the undersigned agree that in shipping the above equipment I understand and agree that RackForce shall not be liable for any loss or damage to the above shipped equipment and that there will be a \$100 receiving charge per hour with a minimum of 1 hour to be billed per shipment.</p>					
Signature: _____				Date: _____	

Please e-mail your completed form to shipping@rackforce.com