



Serving with Integrity Since 1982

888-778-2711

# Messenger/Delivery Request Form

Job/Confirmation # \_\_\_\_\_



**Complete Form - Print 1 Copy for your Records + 1 for Driver**

Requester: \_\_\_\_\_

Reference: \_\_\_\_\_

Date Ready: \_\_\_\_\_

### Service Priority Requested

Time Ready: \_\_\_\_\_

Standard (Drive time + 3 hours -Ready by 12:00 P.M.)

Deliver by Date: \_\_\_\_\_

Rush (Drive time + 2 hours (Normal Business Hours))

Deliver by Time: \_\_\_\_\_

Exclusive (Drive time +/- 1 hours (Normal Business Hours))

Package Type >>>

Letter/Envelope

Boxes

Other

Quantity

Total Weight

Total Dimensions

Bill To: \_\_\_\_\_

Pick-Up From: \_\_\_\_\_

Wait Time: \_\_\_\_\_

Stop 1: \_\_\_\_\_

Wait Time: \_\_\_\_\_

Received By Signature + Print - Date - Time

Stop 2: \_\_\_\_\_

Wait Time: \_\_\_\_\_

Received By Signature + Print - Date - Time

Stop 3: \_\_\_\_\_

Wait Time: \_\_\_\_\_

Received By Signature + Print - Date - Time

### Special Instructions

Use of this form constitutes consent and acknowledgement of our limit of liability in the amount of \$250.00

While we make every effort to complete every job assignment to the satisfaction of our clients. Amstar Express, Inc. cannot be held responsible for circumstances beyond our immediate control, including but not limited freeway or roadway conditions, recipients/addressees business hours or policies or building owners policies, weather, road or freeway closures, assignments requiring skills beyond the scope of our area of expertise or any other unforeseen circumstances beyond our control.