

Installer Pickup Request Form

Please fill out the following information to request an installer pickup. Providing complete and accurate details will help ensure that the shipment is handled efficiently. Send requests to shipping@vgs-inc.com.

PICKUP INFORMATION

Project Manager:* ** Required Field*

**Project Name/
Order Number:***

Installer Name:*

Pickup Date:*

Pickup Time (Approx.):*

**Line Items Being
Picked Up:***

(Number only is OK)

Is it OK to close the lines once items are picked up?*

Yes

No

ACKNOWLEDGEMENTS

- Please ensure that if items are taken out of their boxes, all trash is disposed of properly.
- Once this form is completed and sent back to shipping, we will provide paperwork for the installer to sign upon pickup, which must then be returned to the shipping office.