

Shipping Quote Request Form

THIS FORM CAN BE USED FOR LTL AND UPS QUOTING

Please complete the following form to request a shipping quote. Providing detailed information and referencing previous orders will help expedite the quoting process. Quotes generally take 24-48 hours unless otherwise advised. Send requests to shipping@vgs-inc.com.

Date of Request:*	<input type="text"/>					<i>* Required Field</i>
Requestor Name:*	<input type="text"/>					
Company Name:*	<input type="text"/>					
Street Address:*	<input type="text"/>					
City:*	<input type="text"/>	State:*	<input type="text"/>	ZIP:*	<input type="text"/>	
Shipping Hours:*	<input type="text"/>					
Liftgate Needed?:*	Yes	No	Appointment Needed?:*	Yes	No	

Pieces over 108" may not be able to be handled.

Declared Value:*	<input type="text"/>	Please list the dimensions (LxWxH) and weight of each piece in the shipment: <input type="text"/>
Job/PO Number:*	<input type="text"/>	
Previous Order No. Referenced?:*	<input type="text"/>	
Are there any additional comments or instructions?*	<input type="text"/>	

If none, please write "None" and provide a drawing shipping.

Please note that the estimate provided is subject to change based on several factors including but not limited to: availability of carriers, length of time since the quote was issued, final packing details, and any accessories or services not included in the initial estimate. The inclusion of any guarantees may also affect the final cost. If a quote received is more than a week or two old, it is recommended to request a new quote to ensure that the estimate has not changed. Please let shipping know at that point, that this is an updated request, you do not need to fill out a new form for this.