



Operations

Warehouse Pickup and Delivery Request Form

INSTRUCTIONS: (1) Please type in the fields on this form. (2) Save the form. (3) Email the pdf file as an attachment to: warehouse@groupmail.acu.edu. Warehouse telephone: 325-674-2365.

Department	Request Date
Requestor	Telephone Number

Service	
Pickup from Department and/or Deliver to Department <i>Requests received by 4:00 p.m. Monday through Friday will be picked up and/or delivered within three business days.</i>	
Building Name	Room Number

Special Instructions

Qty. to Pickup	Description	Qty. Picked Up
	Full Shredding Containers (<i>weight limit per container is 30 pounds</i>)	
	Flattened Clean Corrugated Cardboard Boxes for Recycling	
	Tied Plastic Bags of Washed Out Clean Dried Aluminum Cans for Recycling	
	Properly Prepared and Addressed Boxes to Hold for Freight Company Pickup (<i>department arranged</i>)	
	Freight Company and Expected Pickup Date	

Qty. to Deliver	Description	Qty. Filled
	Empty Shredding Containers	

Picked Up From and/or Received By	Pickup and/or Received Date

Filled By	Filled Date	Picked Up and/or Delivered By	