

This guideline is provided for you to assist in completing our package handling form. This form helps us to be prepared for your shipment and make sure that it is properly assembled (if required) and delivered on time to the correct location.

Each line on our form is numbered. You will find a corresponding number below that will offer an explanation of what is required for this line and what it does.

Thank you for your trust in our service. Your complete satisfaction is our mission.

1. If this is your first time to our website, please select the GREEN "Create Account" button. This will open a form to provide the necessary information including your log in and password.

After doing this, select the BLACK 'Create Account' button at the bottom of this form. This will be memorized for future use but you may update this information at any time.

If you have already created an account, please enter your email and password then simply select the GREEN 'Log In' button. You may now go to #12

2. Enter your email address
3. Create a password for your account
4. Please reenter your password to ensure accuracy
5. Your first name
6. Your last name
7. Your company name
8. Address
9. Address (such as suite or apartment) Leave blank if this is not applicable
10. City, Province or Region
11. Country
12. Tracking Numbers-This is very important for us to have because we will use this tracking information from the point you notify us of the shipment to the point that it enters our facility. If we see delays in the shipment we will notify you immediately.
13. This is the carrier that is shipping your packages
14. Select this if you want us to email you when your shipment arrives
15. This is the number of cartons you are shipping. If you have 5 items shipping in 3 containers, we would want to see the number 3 here.
16. Please tell us if we are holding or delivering your shipment just as it arrives to us, or if there is assembly required before it is delivered.
17. If you want to know the condition of your shipment when it arrives, please check this box. There is no charge for this service. You will be notified automatically if your shipment has sustained any damages in transit.
18. If you want pictures of your product sent to you after it has been assembled before we deliver, please select this feature. These pictures will be quick digital images and not studio quality.

19. Please give us a brief description of the contents so we know what to be prepared for. This is not for customs; it is only for our use.
20. Please give us an approximate size / weight of your shipment. If you have multiple packages inside of a shipping carton, please just provide the size and weight of the shipping carton and not the individual pieces. If your packages are different sizes, please just pick the largest size.
21. The delivery date. Dates in red are weekend days and we cannot deliver on these dates unless you have made special arrangements. If you have selected a date that is a US recognized holiday, we will notify you of the first available date/time that we can deliver. Depending on the circumstances we will also determine whether it is possible to deliver ahead of your requested date.
22. Enter the name of the person that we will be delivering to.
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
23. Contact person's phone number
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
24. Contact person's email address
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
25. Select 'Yes' if you would like to notify the contact person that you are shipping to us to deliver on your behalf. This is optional and there is no additional cost for this service.
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
26. The category or department number that your product sells into. This is not mandatory but is helpful for us when we prepare paperwork for delivery.
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
27. The delivery location. If you don't see your desired delivery address in this area, please tell us in box #19
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)
28. If your shipment is palletized or very large, please select 'Yes' for this feature
 - a. (NOT AVAILABLE IF YOU HAVE CHOSEN TO HAVE US HOLD YOUR SHIPMENT)

If you have provided credit card information previously, the next area will display the credit card that we have on file as well as the last four digits and the expiration date so you will know the card that we will charge services to.

If this is your first shipment and you just created your account, you will need to provide this information before finalizing your order.

29. Credit card issuer
30. The name on the card you will be using
31. Address that the card is registered to
32. Address (such as suite or apartment) Leave blank if this is not applicable
33. City
34. State / Province / Region
35. Country

36. Credit Card number
37. Expiration date of this card
38. Security code found on the back of this card
39. Select this if you want us to securely store your payment information for future use
40. Select this if you DO NOT want us to hold your payment information and you would prefer to enter this with all future orders as needed