UCA PHYSICAL PLANT DELIVERY NOTICE

This form will notify Moving Department for final delivery

CONTACT PERSON _____ **ADDRESS** _____

DEPARTMENT _____ **PHONE** _____

E-MAIL _____ **FAX** _____

THIS PERSON AND PHONE # MUST BE AVAILABLE WHEN THE SHIPMENT ARRIVES

VENDOR NAME _____

TRUCK LINE _____ **ARRIVAL TIME, DATE** _____

MATERIAL DIMENSIONS (English): **Height x length x width** _____ **WEIGHT** _____

MATERIAL DESCRIPTION

SPECIAL NOTES

USE REVERSE SIDE OF FORM IF MORE SPACE IS NEEDED FOR DESCRIPTIONS

DELIVER TO: **BUILDING** _____ **ROOM** _____

SIGNATURE _____ **DATE** _____

(department chairperson)

Once this form is completed and signed, please send to: UCA Physical Plant Warehouse.

Revised 12/10/01

Data entered online in this form can be printed with the form, but it can't be saved to the local hard drive. Press the "Clear Form" button to clear all data from the form. The button and this note will not print with the form.

Click here to view an example.