



COURIER REQUEST FORM

If you need to arrange for courier pick-up or delivery, please complete the details below and submit form to the **Office of Facilities and Operations**. Upon receipt of this form, arrangements will be made to coordinate the courier service. In the event of an emergency, call Scott Rajczi at 758-2241 ext. 59100.

Date: _____ Normal pick-up Emergency pick-up

Employee name (please print): _____

Building/Facility/Department: _____

Phone number/extension: _____

Collection Details

BOCES Print Shop BOCES New Paltz Iron Mountain Other

Pick-up address: _____

Contact name at pick-up: _____

When will pick-up be available: _____

Deadline for pick-up: _____

Describe item(s) to be picked-up: _____

Weight (approximate): _____

Quantity: _____

Special instructions (if any): _____

Delivery Details

Delivery address: _____

Contact name at delivery: _____

Deadline for delivery: _____

Describe item(s) to be delivered: _____

Special instructions (if any): _____

Request received on: _____

Request received by (please print): _____

Date Completed: _____

Signature: _____