



Courier Package Delivery Request Form

56 BROAD STREET BOSTON, MA 02109

Table with 3 columns: Service Type, hours/days, phone. Rows include Breakaway Dispatch and Breakaway On-Call.

This form is for same day deliveries only, and is not to be used for overnight deliveries.

Please check all boxes that apply. TO BE FILLED OUT BY SENDER

- Form fields for pickup location (Name, Company, Address, City, State, Zip), delivery options (Round trip, One way), and ready time (NOW).

Reference/Project Code (Required) _____, if personal initial here: _____
Sender's name _____ and cell phone # or extension _____
(in case of problem)

Service Level Options Please check only one.

- Service level options: Standard Service (90 mins), Rush Service (60 mins), Direct Rush Service (30 mins), Economy Service (3 hrs).

Special Instructions

Special instructions input lines

Is There a Firm Deadline? circle YES or NO If yes, please note the latest acceptable time for delivery? _____

TO BE FILLED OUT BY MAIL CENTER

Time dropped off at Mail Center _____ MC person responsible _____
Time entered in Breakaway order system _____ Job Number _____

