

# Saunders Brothers, Inc.

## Jobsite Delivery Guidelines

Saunders Brothers wants to accommodate its customers and ship directly to landscape jobsites as requested. In order to accomplish this, the following set of guidelines must be agreed upon by the Purchaser before Saunders Brothers will agree to drop ship an order.

- **Safe entrance into and out of jobsite.** Safety is our foremost concern. Purchaser is responsible for providing proper flagging, signage, and traffic control from any public or private road used to access the site.
- **Proper directions.** The purchaser is responsible to provide Saunders Brothers Inc. with written tractor trailer accessible directions into and out of jobsites. Special attention should be paid to road restrictions, narrow streets, sharp turns, overhanging trees, low utility wires, narrow entrances, weight restrictions, low bridges, and other hazards and physical limitations. Standard "Google Maps" or similar software should not be used as they do not take into consideration large trucks and tractor trailers. Saunders Brothers delivery trucks with trailers are 13'6" tall and in excess of 65' long.

**GPS address:** \_\_\_\_\_

**Directions from a major highway** (or attach to this form):  
\_\_\_\_\_  
\_\_\_\_\_

- **Unloading.** The purchaser is responsible for providing labor for unloading. Saunders Brothers recommends a minimum of three people onsite to unload. Assistance from the driver will depend on the freight company and driver. Please do not depend on the driver to unload. Saunders Brothers will not deliver to sites that cannot guarantee ample staff to unload.
- **Timing.** Purchaser must be flexible with delivery dates and times. Saunders Brothers will make all attempts possible to make scheduled approximate delivery times. However, many delays are out of our control. When delays occur, Saunders Brothers will contact the purchaser to relay any information.
- **Minimum Order.** A minimum order of \$3,000 must be met for each jobsite delivery.
- **Fees.** A \$300 fee will be charged for each jobsite delivery in addition to normal freight fees. The fee will be applied to the invoice.

If you agree with the above guidelines, please sign below and return this to your Saunders Brothers salesperson.

Signature of Customer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Jobsite Contact (if different): \_\_\_\_\_

Cell phone of jobsite contact: \_\_\_\_\_

Date: \_\_\_\_\_

Office use only:

Saunders Brothers Salesperson Signature: \_\_\_\_\_

Directions approved: \_\_\_\_\_