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RED ALERT

SPECIAL HANDLING REQUEST (SHR)

ACCOUNT CODE: _____ DISPATCHED BY: _____

JOB NUMBER: _____ CON NOTE NUMBER: _____ DATE: _____

SERVICE REQUIRED (please circle) _____ TIME: _____

- 1. RX 9am - Road 09:00 am delivery weekday
- 2. AX 9am - Air 09:00 am delivery weekday
- 3. SAT DEL - Saturday delivery
- 4. SDX - same day delivery
- 5. AH - After hours pickup/delivery
- 6. UHMP - Pickup/delivery requiring special management (Fragile / Extremely Urgent)

What **EXACTLY** is required?

Do you require notification of anything? **YES / NO**
If "yes" what form of notification? (call / email / fax)

OFFICE USE ONLY

This SHR is owned by: _____ Acknowledged: _____
Vehicle Number: _____
Received in depot by: _____
Receiving port notified, how & who owns the SHR in the branch? _____

AM Operations notified? _____
Was task completed successfully? **YES / NO**

COMMENTS: _____

SIGNED OFF BY SUPERVISOR: _____ DATE: / /