



# Shipping Instruction Form (SIF)

Please print, fill out, sign and fax to: (206) 236-6486

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The information completed below is a confirmed booking with AVG and is subject to all the terms and conditions set forth on the waybill. Cancellation of this booking, with less than 72 hours notice, will result in booking charge.*

**\*\*\* PICK-UP \*\*\***

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

Pickup Time: \_\_\_\_\_

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

c/o : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

Contact : \_\_\_\_\_

Phone : \_\_\_\_\_

Show Name : \_\_\_\_\_

Show Dates : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Breakdown Dates : \_\_\_\_\_

Show Contact : \_\_\_\_\_

On-site Phone # : \_\_\_\_\_

Hotel / Phone # : \_\_\_\_\_

**\*\*\* DELIVERY \*\*\***

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

Delivery Time : \_\_\_\_\_

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

c/o : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

Contact : \_\_\_\_\_

Phone : \_\_\_\_\_

Show Name : \_\_\_\_\_

Show Dates : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Setup Dates : \_\_\_\_\_

Show Contact : \_\_\_\_\_

On-site Phone # : \_\_\_\_\_

Hotel / Phone # : \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_ **Total Weight:** \_\_\_\_\_ **Ins./Declared Value: \$** \_\_\_\_\_

**Dimensions L x W x H:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**\*\* Customer Authorization:** \_\_\_\_\_

*To schedule your shipment, sign above then send completed SIF to **Fax: (206) 236-6486** or email: [info@avgtrans.com](mailto:info@avgtrans.com)*

**Questions: Phone: (206) 236-6124**