



PLEASE ATTACH THIS FORM TO YOUR FREIGHT

RED ALERT!

SPECIAL HANDLING REQUEST (SHR)

NOTE: The fleet controller MUST be notified of this special requirement and advised to alert the operations supervisor once the freight arrives into the depot.

ACCOUNT CODE:	<input type="text"/>	DESPATCHED BY:	<input type="text"/>	DRIVER'S NO/RUN:	<input type="text"/>
JOB NUMBER:	<input type="text"/>	CON NOTE NUMBER:	<input type="text"/>	DATE:	<input type="text"/>
NO OF ITEMS:	<input type="text"/>	DEAD WEIGHT:	<input type="text"/>	DIMENSIONS:	<input type="text"/>
TIME:	<input type="text"/>				
DELIVERY SUBURB:	<input type="text"/>	DELIVERY STREET ADDRESS:	<input type="text"/>		

SERVICE REQUIRED (please place an 'x' in the box beside service required)

- 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? (Please state Yes or No)

If 'yes' please advise 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 and who owns the SHR in the branch?

AM Operations notified?

Was task completed successfully? (Please state Yes or No)

COMMENTS:

SIGNED OFF BY SUPERVISOR: DATE: