www.FOCUS-Lab.com
info@FOCUS-Lab.com
(610) 866-7272

FOCUS Laboratories
Lehigh Valley, PA and Tampa, FL
Two Locations One FOCUS

COURIER REQUEST FORM

Email Completed Form to CourierPA@FOCUS-Lab.com

Company Name	
Purchase Order Number	
Primary Contact - Name, Email, Phone	
Secondary Contact - Name, Email, Phone	
What is the size of your entire delivery?	Small (fits in a shoebox)
How many boxes are in the delivery?	1
Address of Pick Up	
Parking info, where to pick up items, pickup window	
Date of First Pick Up	
Time of Pick Up (Must be a 2 hr window)	Between 8AM - 10AM
Frequency of Pick Ups (Every Wednesday, Mon-Fri, ect)	
Date of Last Pick Up	

Additional Notes or Instructions

To Be Filled Out By FOCUS Laboratories	
Received By/Date	
Courier Name	
Invoice Number	