



TLC Courier Service Request

Dispatch Phone: 419-861-4000 ❖ Fax: 419-861-4001 ❖ E-mail: info@tlctransit.com

Please complete this form then call TLC Transit Courier Services Dispatch to initiate your request. You may also fax or e-mail this form to TLC Transit. Attach a copy of this completed form to items to be delivered, if possible.

Pick up from:

Date:	Time:	Contact:
Facility/Department/Suite:		Phone:
Description of item(s), box count, weights, other:		

<input type="checkbox"/> Pick Up Date: _____ Time: _____	<input type="checkbox"/> Return Confirmation To: _____ Fax Number: _____
-------------------------------------------------------------	-----------------------------------------------------------------------------

Absolute Deadline:	Department to Charge:
--------------------	-----------------------

Deliver to:

Contact Name:	Phone Number:
Facility/Department:	
Address and Suite:	

Delivery Confirmation			
Date:	Time:	Driver:	Dispatcher:
Remarks:			