

Courier Delivery Request Form

Purpose: For delivery and pick-ups to and/or from off campus locations.

Information: Pick-up and delivery to satellite locations are once a day Monday thru Friday, leaving Glen Ellyn campus at 8 a.m. and returning between 3:00 and 4:00 p.m. This form must be submitted 24 hours in advance. Items must be in the warehouse prior to 8:00 a.m. for same day delivery. If delivering to more locations, please attach separate sheet.

In order for your request to be completed, you must email finalized form to both email addresses below

burton@cod.edu and warehouseservices@cod.edu

Note: All pickup and delivery requests are for college related business.

Name:

Date:

Pick-Up Information

Location

Room #

Quantity

Special instruction

Drop-Off Information

1. Location

Room #

Quantity

Special instruction

2. Location

Room #

Quantity

Special instruction

3. Location

Room #

Quantity

Special instruction

4. Location

Room #

Quantity

Special instruction

Notes