

Checklist: How to schedule a pick-up

- **Liaise with the shipper and/or warehouse when the shipment is available**
- **Make sure you have the correct weights and dimensions available for the trucking company**
- **Confirm the opening times of the warehouse**
- **Confirm the time frame for loading the cargo at the warehouse**
- **Confirm if you need any special equipment for the pick-up, like: tail-gate, curtain side truck, forklift, loading to ramp**
- **Does the driver need any special qualification, like: Dangerous Goods certificate, safety shoes and/or other PPE**
- **What is the loading reference**

This checklist is only meant as a guidance / tool. Any differences and or changes in a process can be applicable, so please make sure to check and verify. Vels B.V. is not responsible for any losses and/or damages due to misinterpretation, usage, changes and/or variables which might be applicable to any specific shipment.