



WHITE GLOVE GUARANTEE REQUEST FORM

Questions about the White Glove Guarantee service or this form? Contact 1.800.645.3952 or whiteglove@estes-express.com. Submit completed forms to: whiteglove@estes-express.com.

Requesting White Glove Guarantee Service For:

Pickup

Delivery

Shipper Information

Shipper Name*

Street Address*

Address Line 2 (optional)

City*

State*

ZIP*

Contact Name*

Phone Number*

Email Address*

Freight Ready Time

Pickup Location Close Time

Number of People Needed at Pickup*

Consignee Information

Consignee Name*

Street Address*

Address Line 2 (optional)

City*

State*

ZIP*

Contact Name*

Phone Number*

Day-of-Delivery Contact

Receiver Hours*

Number of People Needed at Delivery*

Shipment Details

Product Description*

Freight Class

Destination Terminal

Number of Skids / Pieces

Length (in)*

Width (in)*

Height (in)*

Stackable*

Total Weight*

Note: Item must fit through doorways without altering the product or packaging. Standard residential doorways are typically 36" wide.

Y	N
Y	N
Y	N
Y	N
Y	N

Pickup Date:

Requested Delivery Date:

Delivery Required: By 10:00 am

By 12:00 pm

By 5:00 pm

Other Time

* Indicates a required field

Special Services Required

Appointment	Crating/ Palletizing	Liftgate	Inside Delivery	Residential Delivery	Commercial Delivery

Certificate of Insurance Y N

If Yes, provide COI details (coverage limits, additional insured, etc.).

Purchase / Sales / Requester

Purchase Order / Job / Delivery Number*

Original Sales Order Number (if applicable)

Requested By

Phone Number

Fax Number

Email Address

Quote Number

Billing Account*

Location & Access

Delivery location (floor or room)

Distance from entrance to delivery location (feet)

Receiving platform or dock available? Y N Ground floor entrance? Y N

If No: Number of exterior stairs

Interior Access

Is an elevator required to reach the delivery location? Y N

If Yes: Door dimensions and compartment size of the elevator (W x H)

If Yes: Elevator interior dimensions (W x D x H)

If Yes: Number of interior stairs to delivery location

Door Clearances

Exterior door opening (W x H)

Interior door clearance (W x H x D)

Removal & Packaging Services

Remove existing equipment? Y N

Remove packaging or debris? Y N

If Yes: Packaging types: Shrinkwrap Pallets

SPECIAL CONDITION TO BE NOTED