

Loading Dock Access Form

Shipping Details			
Shipping request for	Inbound <input type="checkbox"/>	Outbound	<input type="checkbox"/>
Company name:		Customer Ref:	
First and last name:			
Position:			
Phone:		Mobile:	
Email address:			
Date of delivery:		Time of Delivery:	
Shipping from / to:		Shipped by (Courier):	
Driver's name:		Vehicle No.:	
No. of Boxes / Pallets:		Shipment weight (Kg):	
Special handling requirements (Confidentiality, storage environment, etc.)			

Authorization details – to be completed by an authorized customer representative			
Customer's authorized contact		Date:	
<p>I, the undersigned, hereby confirm that I have read and understood Moro hub shipping policy and that all individuals within my team including but not limited to the courier representatives shall respect and adhere to its terms and conditions throughout the entire shipping process period.</p>			
Signature:		Date:	

Moro Hub Internal Use			
Authorized by:		Signature:	
Date:			

ID Copy	
Front	Back

List of items to be shipped

Item	Description of Materials	Part No.	Quantity	Weight	Shipping reference (if available)	Remarks
1.						
2.						
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Note: A copy of the "Delivery Note" describing the above list and quantities shall be provided during the delivery of materials to Moro Hub Data Center.