

# Purchase Order Pre✓

Steel King is committed to making sure your order is delivered promptly. The following checklist can assure that we have all required information in order to avoid any unnecessary delays.

## Basic Information

Purchase Order Number

Correct Bill-To Company Name and Address

Dealer Sales Representative

Complete and Valid Ship to address (no PO Boxes)

Deliver Site Information (See Below)

Terms listed on PO match Steel King terms

## Shipping & Delivery Information

Site Contact Name

Phone Number

Receiving Hours

### I am arranging for freight

3rd Party Bill

Billing address

Collect

If dealer or end user's Logistic Company  
(Ex. CH Robinson, Ryder, etc.)

Contact name

Phone number

If dealer or end user's carrier, who is arranging freight?

Contact name

Phone / email

### Steel King is arranging freight (Best way, Prepaid, Add) Please note special site requirements

End user has Spot Trap policy

Flatbed or Tautliner shipments only

Construction site

Residential delivery

Government/military base delivery

Lift-gate requirements



## Product Details

Colors (by line item)

Quote Number

Part Numbers (one lot rack is acceptable if the quote number is referenced and the pricing matches)

Surcharge Listed Separately

(or please note if included in the line item pricing)

## Set-Up Information

### Does your order include any of the following?

Ship to Location that is Seismic Zone C or higher

Engineered Order and Stamped Calculations

*Please contact Inside Sales for specific requirements*

SK2000 Pallet Load Stops

SK2500

SK3000 with Reinforced Uprights or Replacement Parts  
(or note if they will be attaching to reinforced portion of an upright)

SK4000

Roll Form Cantilever

## Further Details

I have a Tax Exempt Certificate

*In order to be tax exempt we require a certificate on record for the ship-to state. If your order is in a state to which you do not typically ship product, please provide a certificate or contact us to check if we already have one on file.*

I am familiar with [Steel King Terms & Conditions](#).

## Success!

It looks like we have all the details we need to make sure your order is delivered to your customer when you need it and how you need it.

If you have any questions or updates, please contact your Regional Sales manager or Inside Sales contact.