FRANK BLACK
PIPE & SUPPLY CO.

1375 17th Avenue
P.O. Box 325
McPherson, KS 67460
620-241-2582 Office
620-241-8080 Fax
www.frankblackpipe.com

SHIPPING & RECEIVING FORM

Shipping & Receiving Hours 7:30 a.m. – 4 p.m. Mon – Fri Office: 620.241.2582 Yard: 620.386.0420 or 620.386.0341	**Mandatory Safety Equipment Required** Hard Hat & Steel Toe Boots Long Pants & Shirt with Sleeves Safety Glasses

1. Passengers are not allowed to exit the truck during the loading/unloading process.
2. Abide by the instructions on all yard signage and those given by FBP personnel.
3. Drivers are not to unbind their load until instructed by a FBP employee as we may request the vehicle to be moved.
4. A Release Number is required. (This should be provided to you by your dispatcher.)
5. Dunnage is required for all stripped loads. It is up to the driver to provide sufficient 2"x3" hardwood boards for proper loading. *We prefer 102" boards but can use 96" boards (will likely take more boards). We have dunnage available for purchase upon request. We accept cash and credit card payments.*
6. Drivers are responsible for securing their own load. This includes proper chocking and strapping the load.
7. **IT IS STRICTLY PROHIBITED FOR ANYONE TO PLACE THEMSELVES ON THE OPPOSITE SIDE OF THE TRAILER WHILE BEING LOADED OR UNLOADED. STAY CLEAR OF THE WORK AREA AT ALL TIMES UNTIL READY TO TIE DOWN.**
8. Drivers must secure their load prior to movement.
9. Dispose of all trash, broken boards, and chocks/nails in a trash receptacle/dumpster located in our yard. (See FBP personnel for location.) Do not litter.
10. Frank Black Pipe is not responsible for damage that may occur while loading or unloading driver's trailer.
11. Verify load against the paperwork received from FBP office/yard personnel.
12. All necessary paperwork must be completed with a Frank Black Pipe employee. Drivers will be given a copy of the paperwork for their records.

I have read all the above, agree to all the rules and have all safety equipment required.
(Be sure to write legibly.)

Trucking Company_____

Truck/Trailer #_____

Order/Release #_____   Check one: Inbound___   Outbound___

Print Name (driver)_____Date:_____

Signature_____   Time in_____   Time out_____

*OFFICE USE:*_____