



Courier Request Form

In order to properly accommodate your needs, this form must be filled out completely!
Once completed, please email to office@premier-nyc.com
Monday-Friday 8am-5pm ONLY, unless instructed otherwise

Sender Information

Name: _____ Company (if Applicable) _____
Email: _____ Phone Number: _____

Pick-Up Information

Company/Resident name: _____ Phone number: _____
Attention: _____ Apt, FL, Rm, Suite: _____
Address: _____ City/State/Zip code: _____

Ready By Date & Time: _____

Package Information:

Pictures can be emailed with this form for proper accordance

Content	Quantity	Weight	Dimensions
Bag			
Box			
Envelope			
Other			

Delivery Information

Company/Resident name: _____ Phone: _____
Attention: _____ Apt, FL, Rm, Suite: _____
Address: _____ City/State/Zip code: _____

Additional Notes

Please be sure to check all packages for any potential damage during transit. It is the sole responsibility of the receiving party to fully inspect the product at the time of delivery for any potential damage Premier is not responsible for damaged items once signed and received