



HOW TO PICK-UP ORDERS

STEP PROCESS AND SAFETY

1. BRING THE REQUIREMENTS.

Documents needed:

- a. Authorization Letter
- b. Copy of Purchase Order
- c. Copy of Driver's License
- d. Original Driver's License
- e. Health Checklist
- f. Payment for terms(COD/ PDC - COD/dated check upon pick-up)
- g. "Pangaliso"
- h. Double face mask, face shield, and hard hat



See caption for the downloadable link of the checklist.

2. PUT THIS IN THE DROP BOX.



Upon arrival at your pickup location, drop the following documents on the drop box provided outside the warehouse (seal the documents in plastic):

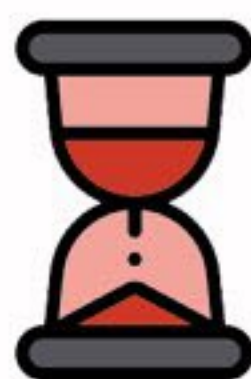
- a. Authorization Letter
- b. Copy of Purchase Order
- c. Copy of Driver's License

3. PRESENT YOUR DRIVER'S LICENSE AND HEALTH CHECK LIST



Present Original Driver's License and Health Checklist to our security personnel. Your temperature will be taken and the truck will be sanitized.

4. WAIT.



All authorized personnel are required to stay inside their truck at all times until we finish loading your items.

5. CHECK YOUR ITEMS.

We will only allow one personnel to check the items given that he is wearing a PPE (mask, faceshield, and gloves).

**** Note:**

Please provide (1) helper for driver's assistance.

6. RELEASING.

Driver's license and delivery receipt will be released once everything is checked.





**THANK YOU FOR YOUR SUPPORT
HOPING FOR YOUR REPEAT BUSINESS WITH US.**

LIKE and FOLLOW US:



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TRUCK GUIDE TABLE

<u>KINDS OF TRUCK</u>	<u>CAPACITY (MT)</u>	ITEMS	
		<u>FOR PLATES ONLY</u> WIDTH (FT)	<u>FOR OTHER ITEMS</u> LENGTH (M)
	5	6	6
SMALL TRUCK			
	8	8	6
FORWARD TRUCK			
	15	8	6 TO 9
TEN WHEELER TRUCK			
	25	8	12
TRAILER TRUCK			

NOTE: >MAX. CAPACITY OF LOAD IS DEPENDS ON CLIENT'S VEHICLE (TRUCK)



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