HONOR FOODS - DIV. OF BURRIS LOGISTICS

CARRIER NAME: _____ CARRIER FAX NO.: _____ CARRIER PHONE NO.: _____

PLEASE E-MAIL THIS FORM BACK TO RECEIVING@HONORFOODS.COM OR FAX TO 215-236-3365 CARRIER CONTACT NAME: _____

THIS FORM IS AVAILABLE FOR DOWNLOAD ONLINE AT HTTP://WWW.HONORFOODS.COM THIS REQUEST IS: NEW ☐

REVISED ☐

APPOINTMENT INFORMATION & PROCEDURES

ALL APPOINTMENTS MUST BE CONFIRMED THROUGH THIS PROCESS.

Appointments will be taken between the hours of 12:00 a.m. and 12:30 p.m. Monday thru Friday.
Late request will not be responded to until the next business day.
Request without a Honor Foods Purchase Order Number will NOT be responded to.
Purchase Order Numbers are alpha / numeric and generated by our Purchasing Department.

Deliveries are by appointment only an MUST be made **no less then 48 hours** in advance.

Request are usually responded to within two hours.

If you cannot meet the appointment you were given you MUST contact us via e-mail at Receiving@HonorFoods.com

Please do not place calls, send duplicate fax or e-mail request unless we have failed to respond within two (2) hours. This will only cause further response delays.

DELIVERY POLICIES

Receiving hours are from 12:00 a.m. to 12:30 p.m.
Monday thru Friday

Driver must check in with receiving clerk at receiving desk.
Driver must have the confirmation number provided below when checking in.
All loads are driver assist. Lumpers are available.
There are NO DROP loads.

Receiving time windows are below. Well will respond with a specific appointment date and time.

12:00 a.m.- 2:00 a.m.	2:00 a.m - 5:00 a.m.
5:00 a.m. - 7:00 a.m.	7:00 a.m. - 9:00 a.m.
9:00 a.m. - 11:00 a.m.	11:00 a.m. - 12:30 p.m.

VENDOR NAME	HONOR PO NUMBER	PALLETIZED Y or N	TOTAL NO. CASES	APPOINTMENT REQUESTED	
				DATE	TIME WINDOW

FOR HONOR USE ONLY

HONOR SCHEDULED APPOINTMENT		
DATE	TIME	CONFIRMATION NO.