

Date _____

Assigned WO # _____

(shop use)

Part A - Customer Info

Business Name: _____

Contact Name: _____

Street Address: _____

City: _____

State / Province: _____

ZIP / Postal Code: _____

Phone: _____ EXT: _____

Email: _____

Contact Preference: Email Phone Facebook SMS-text Doesn't Matter

Payment Preference: Credit On Phone PayPal Cash or Card In-Person Interac eTransfer

Return Preference: FedEx UPS Pick-Up Car Show(pre-arranged) _____

Are billing and return shipping address the same? **Yes** **No**

(if No, put return ship address in comments section below)

Do you have special return shipping needs? **Yes** **No**

(if YES, put return shipping needs in comments section below)

Part B - Vehicle Info

Year, Make and Model: _____

Trim or Other Details: _____

Odometer _____ (if applicable) Ignition System Type: _____

Additional Information:

Part C - Item Info

Please list all items present in this shipment (if additional space is required, use Comments section)

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

Part D - Work To Be Performed:

Please describe what you would like us to perform. List any special requirements or needs

Part E - Additional Comments or Details:

Part Shipping Guide

1. **Locate a box that is slightly bigger than your item in every dimension**
 - a. 3-5" should suffice. More for heavier items



b.

2. **Wrap your item fairly tightly with bubble wrap and tape secure from the center and both ends**

- a. *2 layers at a minimum, but add more if your item has sharp corners or is extra fragile*
- b. *You can also use bubble wrap to pad areas that might be prone to breaking off before wrapping the entire bundle*



c.

3. **Create a bed of paper or other material in the bottom of the box for your item to rest on**



a.

4. **Set your item on the bedding and then fill around it with paper, packing peanuts or other material that can be used to take up the space around the item.**

a. *It should be not too tight, not too loose (so the item doesn't move)*



b.

Mr. Heaterbox

& INTERIOR RESTORATION SERVICES
4126 HENDERSON RD HARROWSMITH ON KOH 1V0
<https://MrHeaterbox.com> | (613) 532-2587 | MrHeaterbox@KOS.net



c.

5. Fill the top of the box with paper or other material the same as the bottom bedding, then seal the box with tape, preferably covering all open slits to keep out dust and add strength.



a.

Ship To:

Mr Heaterbox and Interior
4126 Henderson Rd
Harrowsmith, ON
K0H 1V0
Canada
(613) 532-2587
MrHeaterbox@KOS.net

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