



All Delivery Drivers:

You are receiving this hand out as a result of arriving to our docks without a scheduled dock appointment. We are a SCHEDULED DOCK. We will off load your freight on a stand-by basis. This means that you will either need to wait until scheduled appointments are first addressed, or depending on the specifics of your load, we can offload you on our parcel dock. Please share this hand out with your dispatcher. Schedule dock appointments in advance will prevent delays when delivering freight to our organization.

- Check in before backing in
- NO SMOKING except in designated smoking area
- Chock your trailer
- Deliveries are by appointment; if you do not have an appointment you will be on standby.
- Obey posted speed limit

The One Workplace receiving department is a scheduled dock. Our dock hours are from 7:30am to 1pm. We require a 48 hour notice for dock appointments. When scheduling a dock appointment you need to call (669) 800-2687. Please leave a message that includes the carrier name, phone number, what day and time you wish to make the delivery and the OWP PO# associated with the product you are delivering. Also include the number of pieces or skids associated with the delivery. You will be contacted only if we cannot accommodate the requested dock appointment.

If you have arrived without an appointment and are being placed on Standby:

Arrival time and date: Time: _____ Date: _____

Projected Offload time: _____

Received and acknowledged by / Driver: _____

Freight Company: _____