

Warehousing Service Questionnaire

General Information

Company Name	
Address	
City	
Province/State	
Postal code/ Zip code	
Phone number	
Fax number	
Web page	
Contacts	
Name/ position	
Telephone number	
E-mail address	
Name/ position	
Telephone number	
E-mail address	
Name/ position	
Telephone number	
E-mail address	
Paying Office	
Address	
City	
Province/State	
Postal code/ Zip code	
Phone number	
Fax number	
Contacts	
Name/ position	
Telephone number	

Business Type	
Manufacturing	
Retail	
Wholesale	
Import/Export	
Other	

Warehouse Area Required	Pallet Space Required	
0-1,000 sq.ft.	0-100	
1,000-5,000 sq.ft.	100-500	
5,000-10,000 sq.ft.	500-1,000	
10,000-25,000 sq.ft.	1,000-2,500	
25,000-50,000 sq.ft.	2,500-10,000	
Over 50,000 sq.ft.	Over 10,000 plts	

Services Required

Short Term Storage	
Seasonal Overflow	
Mass Retail Distribution	
Boutique Distribution	
Plant Supply	
Fulfillment	
Returns Management	
Transportation Needs	
Freight "Prepaid" or "Collect"	
% of orders under 200 lbs	
% of orders over 200 lbs	

Product Profile

Description of product	
Is the product hazardous?	
If hazardous, what class?	
Have you provided MSDS sheets?	
Is your product perishable?	
Temperature requirements?	
Odororous or sensitive to odors?	
Special handling instructions?	
Product fragile or sensitive?	
Waste or disposal needed?	
Approximate value of product	

What markings are on your product?

Description	
Size	
Case pack	
Colour	
Product code	
Date code	
Bar code	
UPC code	
Lot number	
Other	

How is your product packaged?

Carton	
Bag	
Crate	
Drum	
Wrapped on pallet	
Other	

Inventory Profile

Please complete the following questions regarding your product and its characteristics.

Number of SKU's	
Type of pallets used	
Pallet dimensions	
Secure area needed?	
Do you require lot control for rotation?	
When are your seasonal fluctuations?	

Inventory Information (average only required)

Case dimensions (length x width x height)	
Case weight	
Cases per pallet	
Total no. cases on hand	
Total no. pallets on hand	
Height of pallets in inches (incl.pallet)	
Weight of pallets(in lbs)	
Product turns per year	
How is your product to be stored?	
How high can pallets be stacked?	

Receiving

Please complete the following questions regarding your inbound product.

Where is your product manufactured?	
From where does your product ship?	
What mode of transport will be used? (Truck, Container, Train)	
Is all inbound product on pallets?	
Who will notify us of inbound shipments?	
How much advanced notice will we receive of an inbound shipment?	
What documentation will arrive with the shipments?	
What special labels or markings are to be applied to your products?	
How many SKU's per inbound load?	
Number of skids per load?	
Number of loads per month?	

How is your product handled? Check one.

Fork Lift	
Clamp	
Hand	
Other	

Reverse Logistics

How many returns will be received per month?	
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Shipping

Please provide the following information about your outbound orders.

To where do your shipments go? (customers/warehouses/export)	
Your orders will be communicated by e-mail, fax, phone, EDI, other.	
What extra information is required on shipping documents?	
What lead time will we have to prepare an order for shipping?	
What additional services or materials are needed to prepare an order for shipping? Stretch-wrap, MH10 labels, price ticketing, etc.	
Will you select the carriers for your shipments?	

Shipping units (% of total)

Full pallets	
Cartons	
	100%

Other characteristics

Average cases per order	
Average SKU's (lines) per order	
Total cases shipped annually	

Shipping Volumes (orders)

	Jan	July	
	Feb	Aug	
	Mar	Sept	
	Apr	Oct	
	May	Nov	
	June	Dec	