



# RED ALERT

## SPECIAL HANDLING REQUEST (SHR)

ACCOUNT CODE: \_\_\_\_\_ DISPATCHED BY: \_\_\_\_\_

JOB NUMBER: \_\_\_\_\_ CON NOTE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SERVICE REQUIRED (please circle) \_\_\_\_\_ TIME: \_\_\_\_\_

- 1. **RX 9am - Road 09:00 am delivery weekday**
- 2. **AX 9am - Air 09:00 am delivery weekday**
- 3. **SAT DEL - Saturday delivery**
- 4. **SDX - same day delivery**
- 5. **AH - After hours pickup/delivery**
- 6. **UHMP - Pickup/delivery requiring special management ( Fragile / Extremely Urgent)**

What **EXACTLY** is required? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you require notification of anything? **YES / NO**  
 If "yes" what form of notification? ( call / email / fax ) \_\_\_\_\_

**OFFICE USE ONLY**

This SHR is owned by: \_\_\_\_\_ Acknowledged: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_

Received in depot by: \_\_\_\_\_

Receiving port notified, how & who owns the SHR in the branch? \_\_\_\_\_

AM Operations notified? \_\_\_\_\_

Was task completed successfully? **YES / NO**

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

SIGNED OFF BY SUPERVISOR: \_\_\_\_\_ DATE: / /

