



QUICK RESPONSE NOTIFICATION FORM

To ensure your purchase order will be picked up on or before the cancel date, this form **MUST** be faxed or E-mailed on or before the "Must be Routed by" date on the purchase order.

If you do not have exact counts requested on this form, please provide an estimate so that we can Reserve your delivery date within the In DC Week.

Once your appointment has been made, a notification will be provided with the shipping information, including carrier (for collect orders).

PLEASE FAX THIS FORM TO 614-278-7161 or E-MAIL FORM TO TRAFFIC@BIGLOTS.COM

PAGE ____ OF ____ TODAY'S DATE ____/____/____

VENDOR NAME _____

SHIPPER NAME _____

PICK UP ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ EMAIL _____

PHONE _____ FAX _____

PO#	PCS	CUBE <small>*Big Lots routes to 3200 cube and 45,000 lbs. for 53'</small>	WEIGHT	# OF PALLETS	FREIGHT CLASS*	TOTAL # OF TRLRS
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CHECK WHICH APPLIES:

SLIP SHEET ___ PALLETIZED ___ FLOOR LOAD ___ (Must be pre-authorized by buyer)
COMBO FLOOR/PALLETIZED LOAD ___ (If you know in advance that there will be a combination of both)

SHIPPER LOAD SHIPPER LOAD DRIVER
& COUNT _____ & DRIVER COUNT _____ LOAD & COUNT _____
(Driver count and loads must be pre-authorized by buyer as Big Lots does not accept Driver load and/or count)

DATE PRODUCT WILL BE READY FOR PICK UP ____/____/____

SHIPPING HRS: FROM ____ TO ____ ARE LOADING APPTS REQUIRED? YES ___ NO ___

HOW MANY LOADS CAN YOU SHIP PER DAY? _____

SPECIAL REQUIREMENTS: _____

*****BIG LOTS, INC DOES NOT HAVE A PALLET EXCHANGE PROGRAM*****

COMPLETE THIS FORM AND FAX OR E-MAIL BACK TO THE TRAFFIC CENTER. YOU WILL RECEIVE AN AUTOMATED NOTIFICATION CONFIRMING WE ENTERED YOUR ROUTING INFORMATION. YOU WILL RECEIVE ANOTHER WITH THE DELIVERY APPT AND CARRIER INFORMATION 48 HOURS PRIOR TO REQUESTED PICK UP. IF YOU HAVE ANY QUESTIONS PLEASE CALL 614-278-6748.

If pick up numbers are required, please attach one for each requested trailer with associated PO below:

PO _____ Trailer 1 of _____ Pick Up Number _____
 PO _____ Trailer ____ of _____ Pick Up Number _____
 PO _____ Trailer ____ of _____ Pick Up Number _____
 PO _____ Trailer ____ of _____ Pick Up Number _____