1. All Deliveries and Pickups need to be scheduled 24 hours in advance. Scheduling Department 1-800-382-4577
   - If cargo requires a crane lift, please provide dimensions and weight at the time of scheduling
   - All Cargo Holds must be cleared before appointments are scheduled

2. Upon entering terminal report to dock office. Driver should bring Delivery paperwork as well as Pick-Up information.
   **Requirements for the missions are outlined below.** (If the driver does not have the required information, he/she will be instructed to contact dispatch. Fax is available.)

<table>
<thead>
<tr>
<th>Trucker Deliveries</th>
<th>Dock Receipt/Pro-Bills</th>
<th>Hazardous Paperwork</th>
<th>Trucker Pick-Ups</th>
<th>Loading Order Number w/ Specific Information</th>
<th>Hazardous Paperwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargo (non-Hazardous)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cargo (Hazardous)</td>
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<tr>
<td>Roll on/Roll off Cargo (Drivable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Below are samples of proper documentation.

![Dock Receipt](image1)
![Loading Order](image2)
![Pick-Up Card](image3)

4. Driver will be instructed to the proper delivery/pick-up area.

5. Upon completion the proper paperwork will be signed and distributed as follows. For Deliveries the driver will have his/her Dock Receipt or Pro-Bills signed by the Cargo Supervisor. For Pickups the driver will receive a signed copy of the loading order.

6. Driver will present appropriate paperwork at Guard Gate upon exiting terminal.

**Driver Assistance Telephone Numbers**

Voice: (843) 577-8770
Fax: (843) 577-8662