



EFFECTIVE IMMEDIATELY: 2-24-2011

**ALL DRIVERS PICKING UP OR
DELIVERING TO NORAMCO MUST HAVE
THE FOLLOWING EQUIPMENT:**

- 1- HARD HAT**
- 2- BOOTS**
- 3- SAFETY VEST**

**IF YOU DO NOT HAVE THESE REQUIRED
ITEMS YOU WILL NOT BE LOADED OR
UNLOADED.**



REQUEST FOR TRUCK APPOINTMENT

NORAMCO TERMINAL: FAX (630) 257-0332
12300 New Ave. Lemont, IL 60439
phone: (630) 257-0066

Noramco requires a 24 hour appointment made in advance. We ship from 7a.m. to 2:30 p.m. Monday thru Friday. You will be issued an appointment number for the day that you request. If you are unable to pick up your load, the appointment does not carry over to the next day. You will need to reschedule the appointment.

Noramco stops scheduling appointments at 1 p.m. each day for the next day. If it is after 1p.m. please fax your request and we will try to get you scheduled. If we are unable to schedule your truck for pick up, we will schedule it for the next day. Once you have your appointment number the truck may come in anytime between 7a.m. and 2:30 p.m. All trucks must be checked in by 2:30 p.m.

Your dispatcher is responsible for providing drivers directions to Noramco.

TRUCKING COMPANY NAME: _____

PICK UP FOR (CUSTOMER): _____

FOR DELIVERY TO: _____

MATERIAL DESCRIPTION: _____

MATERIAL SIZE: _____

VESSEL/BARGE INFO: _____

P.O. # _____ RELEASE # _____

PICK UP DATE REQUESTED: _____ SECOND OPTIONAL DATE: _____

FAX # _____

PHONE # _____

NAME: _____

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OFFICE USE ONLY:

YOU HAVE BEEN SCHEDULED FOR A PICK-UP: _____
DAY DATE

APPOINTMENT NUMBER GIVEN: _____