



# Office of General Services

OFFICE USE ONLY			
IC		OC	
ID		DD	
Number of Pallets			
Total Labor Hours			

## Freight Service Request

Interagency Mail and Intercity Courier Services | Phone: 518-402-5298 | Email: [OGS.sm.MailFreight@ogs.ny.gov](mailto:OGS.sm.MailFreight@ogs.ny.gov)

FREIGHT DETAILS			
Commodity			
Number of Cases:	Number of Pallets:	Weight:	
PICK UP INFORMATION			
Agency	Contact Name	Contact Phone	Date
Address		City	State Zip Code
Special Instructions/Comments			
Driver's Signature _____ Print Name: _____ Date: _____		Customer's Signature _____ Print Name: _____ Date: _____	
DELIVERY INFORMATION			
Agency	Contact Name	Contact Phone	Date
Address		City	State Zip Code
Special Instructions/Comments			
Driver's Signature _____ Print Name: _____ Date: _____		Customer's Signature _____ Print Name: _____ Date: _____	