

Hines

DOCK & FREIGHT ELEVATOR RESERVATION REQUEST

Today's Date: _____

Date of Delivery: _____

Vendor/Contractor Name: _____

Tenant Name: _____

Area of Delivery: _____

Type of Delivery: _____

Start Time: _____

Stop Time: _____

Contact Name: _____

Cell Phone #: _____

Dock Access: YES NO

of Trucks Coming in for Delivery: _____

Freight Access: YES NO

Type/Size of Truck Making Delivery: _____

**Freight access is to be shared unless arrangements have been made to hire security to run the freight at a cost to the vendor/tenant.*

-
- After-hours requests are from 6:00 PM to 7:00 AM.
 - All requests for loading dock and freight elevator scheduling must be submitted at least 24 hours in advance to 609main.pm@hines.com.
 - Fill out one form for each date requested.
 - Only one dock bay will be provided per delivery.
 - A maximum of 3-hour reservation time slots are available for freight deliveries. Longer periods may be requested but must be approved by management.
 - **Any/all dock/freight reservations will not be accepted unless this form is completed.**