

HOW TO

Request a Pickup

Online

The easiest and quickest way to request a pickup is through **dayross.com**. On the home page, select **Ship Now** or **Login/Register**. Once you enter the required information, you'll receive an email confirmation with the shipment documentation.

Ship Now >

Login/Register >

Email

If you want to send your request by email, please provide the required information in the format below to help us serve you better. Please include the word "**pickup**" in the subject line to help our Customer Care Representatives process your request in a timely manner.

Pickup Date	YYY-MM-DD	Ready Time*	e.g. 13:15	Closing Time	e.g. 16:30
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*Allow a two-hour window between Ready Time and Closing Time.

PICKUP ADDRESS		CONSIGNEE ADDRESS	
Contact Name		Company Name	
Company Name		Address	
Address		City	
City		Postal/ZIP Code	
Postal/ZIP Code		Telephone	
Telephone		Payment Method	<i>Prepaid or Collect</i>
PO/Reference #		Account #	
		Item Description	
		Total Pieces	
		Weight	
		Dimension(s)	
		Special instructions or accessories	