



Unit 3C, 3/F OPL Bldg., 100 C. Palanca St. Cor. Dela Rosa St.,  
Legaspi Village Makati City Tel. No.: 8893 5951 / 8893 5983

## PICKUP / DELIVERY FORM

Instructions: Please complete the following fields and email it to [sales@paperlesstrail.net](mailto:sales@paperlesstrail.net)

Company Name:			
Complete Address:			
Contact Person:		Quotation No.:	
Contact No.:		Charter No.:	
<b>IMAGING TYPE:</b>	<input type="checkbox"/> Enterprise Scanning <input type="checkbox"/> Scanning on demand		
<b>PACKING TYPE:</b>	_____ Boxes    _____ Bundles    _____ Others		
<b>LOCATION OF SERVICES:</b>	<input type="checkbox"/> Customer site <input type="checkbox"/> Paperless Trail		
<b>COLLECTION:</b> <small>(not applicable for work at Customers site)</small>	<input type="checkbox"/> PTI collects & delivers on completion of scanning		
	<input type="checkbox"/> Customer delivers & collects on completion of scanning		
<b>Date of pickup or delivery:</b>		<b>Time of pickup or delivery:</b>	
<b>DOCUMENT DETAILS:</b>			
<b>Quantity</b>	<b>Document Type</b>		<b>Details</b>
<b>Notes / Remarks:</b>			

**This form is to be used after project scoping by PTI.**