HOW TO
Book a Shipment

Online
The easiest and quickest way to book a shipment is through **dayross.com**. On the home page, select **Ship** or **Sign in/Sign up**. Once you enter the required information, you'll receive an email confirmation with the shipment documentation.

🛍 Ship	⚇ Sign In / Up

Email
If you want to send your request by email, you must provide the required information in the format below and include the word "**pickup**" in the subject line.

Pickup Date	MM-DD-YYYY	Ready Time*	e.g. 13:15	Closing Time	e.g. 16:30

*Allow a two-hour window between Ready Time and Closing Time.

SHIPPER ADDRESS	
Contact Name	
Company Name	
Address	
City	
Postal/ZIP Code	
Telephone	

CONSIGNEE ADDRESS	
Company Name	
Address	
City	
Postal/ZIP Code	
Telephone	

SHIPMENT DETAILS	
Account #	
PO/Reference #	
Payment Method	*Shipper, Consignee, Other*
Item Description	
Total Pieces	
Weight	
Dimension(s)	
Special instructions or accessorials	

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