

## BOOKING IDENTIFICATION

Booking / quote reference

Customer / account

Movement date

## PRODUCT AND WRITTEN INSTRUCTIONS

- ☐ Product, quantity, batch / serial and declared value received
- ☐ Required temperature range and tolerance received in writing
- ☐ Customer SOP / handling instruction / escalation contacts received
- ☐ Packaging method, coolant / passive system and preconditioning confirmed
- ☐ Pickup and delivery windows, access rules and custody contacts confirmed

Required range / tolerance

Instruction / SOP reference

## VEHICLE AND TEMPERATURE CONTROLS

- ☐ Vehicle size, payload, body configuration and route suitability confirmed
- ☐ Refrigeration set point and pre-cooling plan confirmed
- ☐ Logger / probe ID and calibration due date confirmed
- ☐ Temperature-report interval and delivery format agreed
- ☐ Seal, segregation, partition or tail-lift requirements confirmed
- ☐ Backup / replacement response and product contingency agreed

Assigned vehicle / plate (when known)

Logger / calibration reference

## DOCUMENTATION, INSURANCE AND COMMERCIAL CONTROLS

- ☐ POD, chain-of-custody, temperature report and attachment list agreed
- ☐ Motor cover for assigned vehicle will be stated in quotation / schedule
- ☐ Cargo / spoilage / temperature-deviation cover arranged in writing or declined
- ☐ Rates, waiting allowance, cut-off, extra stops and cancellation terms accepted
- ☐ Deviation notification and product-disposition authority identified

Sample operational record. Completed booking instructions and the agreed client SOP govern the movement. This document is not evidence of accreditation or certification.

☐ Separate cargo cover arranged☐ Not arranged / customer responsibility

### FINAL READINESS CHECK

- ☐ Written instructions attached to the booking
- ☐ Vehicle and driver assignment confirmed
- ☐ Pre-cooling completion recorded
- ☐ Logger active and time synchronized
- ☐ Packaging / seal / item count checked at custody handoff
- ☐ Customer escalation contacts shared with operations
- ☐ POD and temperature-report recipients confirmed
- ☐ Exceptions accepted in writing before dispatch

### CONTINGENCY AND DEVIATIONS

#### Breakdown, delay, temperature excursion and product-hold instructions

#### 24/7 customer / quality / operations escalation contacts

### AUTHORIZATION

#### Prepared by / role

#### Signature / date / time

#### Operations approval

#### Signature / date / time

#### Customer / quality approval (if required)

#### Signature / date / time

#### Release conditions / final remarks

Do not dispatch until mandatory written temperature instructions and assigned-vehicle checks are complete. Attach all approved booking records.