



**Hainley Packaging**  
**2905 Maryland Avenue**  
**North Versailles, PA 15137**  
**412-824-8485**

**JOB ORDER FORM**

Purchase Order # \_\_\_\_\_ Due Date \_\_\_\_\_

HP Job Order # \_\_\_\_\_ Date Ordered \_\_\_\_\_

Line # \_\_\_\_\_ Customer \_\_\_\_\_

Box \_\_\_\_\_ Crate \_\_\_\_\_ Pallet \_\_\_\_\_ Platform \_\_\_\_\_

**INFORMATION REQUIREMENTS/COMMENTS**

Inside dimensions: **L x W x H** \_\_\_\_\_

Weight of contents: \_\_\_\_\_

Include clearances ( i.e. Packing): \_\_\_\_\_

Outside dimension restrictions: \_\_\_\_\_

Cradles/Tool Compartment Info: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Forklift? **2-way / 4-way** Will this be re-used? **Yes / No**

Drawings and/or Pictures included? **Yes / No** HT Stamp required? **Yes / No**

Destination: \_\_\_\_\_ Shrink wrapping requirements? **Yes / No**

Top Loading? **Yes / No** With a crane? **Yes / No**

Walls removable? **Yes / No** Fork loading? **Yes / No**