



Regarding:

SBFY PRO NUMBER: \_\_\_\_\_ - \_\_\_\_\_

South Bay is hereby directed to perform the actions indicated:

- Return shipment to shipper\*
- Dispose of or destroy damaged freight\*
- Redeliver shipment to consignee
- Re-consign shipment to:\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Reverse payment terms from *COLLECT* to *PREPAID*\*
- Reverse payment terms from *COLLECT* to *PREPAID*\* (only allowable before shipment has been delivered and less than 30 days from date of pickup)\*
- Change payment terms to THIED-PARTY BILL-TO (requires LOA from third-party)
- Cancel COD\*
- Reverse COD fee payment terms from.
  - COLLECT* to *Prepaid* or from
  - PREPAID* to *COLLECT*
- Perform inside delivery
- Provide lift gate delivery service
- Provide extra labor to deliver shipment
- Perform weekend, holiday, or after hours delivery

\* Only the shipment may authorize this

Unless otherwise indicated, the undersigned agrees to be responsible for the applicable charges.

AGREED TO BY: \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Date \_\_\_\_\_