



Our goal is to simplify your shipping process and to provide the peace of mind that your customer's orders will be where they need to be, when they need to be there, because we value your customers the same way you do.

To help optimize your supply chain, Orbit has created a checklist that will help us optimize your supply chain.

Delivery Checklist

- Your name, address, contact number, and email
- Your customer's name, address, contact number, and email
- When does their order need to be picked-up and delivered (e.g., expedited same day, next day)?
- How many packages are being shipped to each customer, and what are the characteristics of the products inside?
- Does each of your products have SKU, lot / batch, and / or serial numbers that need to be captured?
- What are the physical dimensions of the package (e.g., length, width, height), and how much does it weigh?
- How are you packaging your product (e.g., box, letter case, envelope)?
- Do your products have any specific temperature requirements (e.g., ambient, refrigerated, frozen)?
- Do any of your items require special handling due to hazardous characteristics?
- Do you require a signature at delivery?