



# Loading Dock Access Request Form

Please fill out the form below to submit a loading dock request. Please submit your request at least 48 hours before the date of delivery. You may fax this document to [Stephanie.Scarci@cbre.com](mailto:Stephanie.Scarci@cbre.com) and [cc:Suzanne.Kozarski@cbre.com](mailto:cc:Suzanne.Kozarski@cbre.com). If necessary, place a confirmation call to the Property Management office at 410-539-5526.

**Please inform the Vendors that they will need to provide either Company identification or State identification.**

Tenant Name	
Tenant Contact	
Contact Phone Number	
Vendor Name	
Date of Delivery	
What time is delivery expected?	
How long will the delivery last?	
Does the delivery need loading dock space for unloading, etc...?	
What size vehicle is expected?	

Thanks for your cooperation.