



## How It Works

### As Easy as 1 – 2 – 3 !

- 1. Email or Fax your orders by Monday Noon** (for what is ready for pickup)
  - a. Order information needed:
    - i. Address on where to pickup the furniture
    - ii. Delivery location address
    - iii. Item number, description, quantity and value - a copy of the invoice is preferred
  - b. Email orders to: [service@keystonetransport.com](mailto:service@keystonetransport.com)
  - c. Toll Free Fax orders to: 866.699.3134
  - d. Orders after Monday noon will be processed the following week
  
- 2. Furniture Pickup at the Manufacturer's Location**
  - a. Monday through Thursday
  - b. Furniture should be ready for pickup anytime Monday unless noted
  
- 3. Delivery the following week(s)**
  - a. Your furniture will be delivered the following week unless it falls on the "off" week of the territories that have every other week deliveries.
  - b. After the trucks are loaded on Monday, customers will get an email/phone call/text to alert them what furniture, which day, and who your driver will be.
  - c. You can go to our website: [www.keystonetransport.com](http://www.keystonetransport.com) and plug in the delivery phone number and track your shipment real-time!