



Colorado Mills Mall
Bulletin #24
DELIVERY LOGISTICS & GUIDELINES

TO: All Tenants and Tenant GC Superintendents

DATE: 11/09/17

SUBJECT: DELIVERY LOGISTICS

COLORADO MILLS DELIVERY GUIDELINES

- **SLOT RESERVATION:**
 - **All deliveries require at least 24 hours advance notice** – ideal is at least 48 hours advance notice
 - **Time slots are assigned from 6:30AM to 4:00PM** based on remaining slots for the date[s] you chose
 - **Simply complete / copy & paste into email the following info to:** coMills@rds.team
 - **AN EMAIL RESPONSE IS GENERATED CONFIRMING THE ASSIGNED DELIVERY DATE & TIME BASED UPON YOUR REQUEST:**

Tenant Space Number: _____

Tenant Name : _____

Contact Name: _____

Contact Phone Number: _____

Size of truck: _____ Lift Gate?_(YES or NO) _____

Number of pallets : _____ Not on pallets?(Y) _____ Number of Boxes: _____

Delivery DATE & TIME you want: _____

- **WHEN THE DELIVERY ARRIVES ON SITE: YOUR DRIVER HAS 3 OPTIONS:**
 - **Option 1: DRIVER DISPLAYS** on the dashboard a piece of paper listing the TENANT UNIT NUMBER
 - **Option 2: TENANT / DRIVER SENDS TEXT TO:** [720.447.5220 with this info:](tel:720.447.5220)
 - Tenant Unit Number
 - truck description: color / company name on side of truck or trailer
 - driver cell number
 - total number of pallets on truck delivery
 - **TEXT EXAMPLE: Space # 180 / Red Tractor / R&Y on trailer / 15 pallets / ON SITE cell: 333-333-3333**

- **LAST RESORT: UNSCHEDULED DELIVERY: TENANT / DRIVER SENDS TEXT TO: [720.447.5220](tel:720.447.5220) with this format:**
 - UNSCH / Unit Number / truck description / total number of pallets on truck delivery / ETA for arrival ON SITE &/OR driver cell number
 - UNSCHEDULED DELIVERY TEXT EXAMPLE: **UNSCHE** / Unit #180 / Yellow Freight / 15 pallets / ETA 11AM – OR ON SITE NOW cell: 333-333-3333

TEXTS PUT YOUR ORDER IN THE DELIVERY QUEUE – TRUCKS OFFLOADED IN ORDER RECEIVED WITH PRIORITY GIVEN TO SCHEDULED DELIVERIES VERSUS UNSCHEDULED

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- **Detailed delivery info from you = accurate & efficient offloading crews = Tenant receives everything on time as scheduled**
 - **Questions go to COLORADO MILLS LOGISTICS TEAM: coMills@rds.team**
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*******Truck Driver ROUTING Instructions*******

Colorado Mills Deliveries

SEE NEXT PAGE

Truck Driver Instructions:

DELIVERY MALL ADDRESS: Colorado Mills Mall / 14500 West Colfax Ave / Lakewood CO 8040

****EARLIEST ALLOWABLE ENTRY: 1 HOUR PRIOR TO ASSIGNED DELIVERY SLOT!****

TRUCKS ENTER COLORADO MILLS MALL AT:

- **East bound** on Colorado Mills Parkway – from Denver West Colorado Mills BLVD
- **Follow signs** to truck staging & delivery coordination for check in.

DRIVERS: BEFORE YOU ARRIVE ON SITE – TEXT YOUR CUSTOMER THIS INFO:

- Truck color / length / company name on side
- Number of pallets
- YOUR [the driver] CELL NUMBER
- TIME OF ARRIVAL ON SITE: MAX = ONE HOUR PRIOR TO ASSIGNED SLOT
- Example: **Red Tractor / R&Y on trailer / 15 pallets / cell 333.333.3333 / ON SITE @ 7AM**

MAP LINK: DELIVERY COORDINATION & TRUCK STAGING AREA

<https://goo.gl/maps/7iGWRCCZG3D2>

