

Pacific Labor Consulting Information Form

Company Contact Information:

Company Name:

Address:

City/Town:

State/Province:

Zip/Postal Code:

Company Phone:

Company Fax:

Company Email:

Company Website URL:

Primary Contact Information:

Contact Full Name:

Contact Title:

Contact Address:

City/Town:

State/Province:

Zip/Postal Code:

Contact Direct Phone:

Contact Mobile Phone:

Contact Fax:

Contact Email:

Company Information:

Size of Warehouse Sq Feet:

Number of Dock Doors Total:

What Type of Product(s):

Number of Dock Doors Receiving:

Number of Dock Doors Loading:

Are there Doors Used for Both Receiving and Loading? Yes No

Number of **DIRECT** Employees – Please exclude Supervisors, Non Working Leadmen, Clerks etc.

Breakdown of Employees per Operation by Shift – For example, How Many Order Selectors on Day Shift, How Many On Night Shift etc.?

What are the Shift Patterns?, For Example: Day shift – What hours Worked::
Intermediate Shift – What Hours Worked and so on.

Are Receiving and Shipping Done On Separate Shifts or Are They Combined?
Separate Combined

What Type of Equipment Is Used for Order Selection:

Single Double Triple Pallet Jacks Other:

What Type of Equipment is Used for Fork Lift Operations?

Rider Fork Lifts Stand up Fork Lifts Other:

Do the Fork Lifts Use RF? Yes No

Are Putaways and Letdowns Directed? Yes No

Is Receiving on:

Pallets Floor Stacks Slip Sheets Other:

Is Picking to:

Pallets Cages Carts Other:

Is there a warehouse Management System In Place? If so, which one?

What type of Order Selection?

Full Pallets Cases Items Combination of All

What is the Average Hourly Wage Rate? (Please indicate if it is different for specific operations)

What is the Cost of Benefits as a Percentage?

(i.e. .25 is 25%)

What is the Overtime Level as a Percentage?

Do you have an Existing Expectation of Productivity, If so What is it Based on?

Do you have Standards in place? If so, What program do you use?

If so, do you want re-engineering? Yes No

If not, are you interested in a New Program? Yes No