

**Kroger Schedule Request Form**

**Instructions:**  
**Kroger cannot schedule same Day Schedule/Reschedules.**

In the subject line please list Kroger PO number, Ship to location and requested date

Please complete the form in Excel, then Paste the form in the body of the email.

Make sure to complete every column except the one highlighted in Yellow (which Kroger will complete)

If POs are riding on the same truck and only require one appointment, please list them all in the same cell under PO #

Next Day Delivery schedule requests sent BEFORE 1200 PM CST will receive a response by 4PM CST(CentralStandard Time) confirming the Delivery schedule for next day.

All other request will receive responses within 24 hours of the request

Carrier Name	
Shipper Name	
Carrier Contact Name	
Carrier contact Call Back #	
Carrier contact email	

Delivery location	PO #	Delivery Date	Delivery time req.	Date and time		

Add more lines if needed.....

Customer Service Hours of Operation (CST) :
Monday-Friday 07:30-1600