



# Logistical Trailer Request (LTR)

This form must be completed in its entirety at least **30** days prior to your event. Completed forms must be emailed to **vdfp\_logistics@vdfp.virginia.gov**. Upon delivery of the requested trailer, you must ensure that your instructors complete the pre and post inventory sheet. All damaged items must receive a yellow tag. Yellow tags can be located within the trailer. The notes section of the inventory sheet should be utilized to communicate any additional information to VDFP Logistics. Requests can be made for funded and non-funded classes. Currently all non-funded requests will be handled on a case-by-case basis.

<b>SUBMITTED BY:</b>			
Date Submitted:		Trailer Requested:	
Class Start Date:		Class End Date:	
Trailer Drop Date:		Trailer Pick-up Date:	
Site Point of Contact Name:		POC Cell Phone:	
Session Number:			
Trailer Delivery Address:			
<b>ANY SPECIAL INSTRUCTIONS</b>			

<b>Approved by Division:</b>	
<b>Division Chief Signature:</b>	<b>Date:</b>
<b>LOGISTICS USE ONLY:</b>	
<b>Received Date:</b>	
<b>Assigned to:</b>	
<b>Completed Date:</b>	
<b>Comments:</b>	