

Pallet Application Worksheet

Why We Ask So Many Questions

We know this looks like a lot of questions, but there is a good reason for them.

A pallet designed for mixed-size boxes, four-way forklift access, and pallet jacks may require considerably more material than one carrying uniform boxes with two-way access and no pallet-jack requirements.

The more we understand about your application, the more precisely we can design your pallet. Our goal is to make sure you are paying for what you actually need, not additional materials and features you do not.

Completing the Worksheet

Please provide as much information as possible. Estimates are fine, and you do not need to know every answer. Photos, drawings, or even a simple sketch of how your products sit on the pallet can be extremely helpful.

For Distributors & Brokers

Pages 2-3 are intentionally unbranded and can be shared with your customer or end user. Keep this first page for your contact, purchasing, and delivery information.

Your Contact Information

Name

Company

Email

Phone

Pallet Delivery Location

Where would GreenLabel ship the empty pallets?

Estimated Pallet Quantity

Approximate number of pallets and purchasing frequency

Select one

Return Your Completed Worksheet

Save and email the fillable PDF, or print and complete by hand.

Email the worksheet and any supporting photos or drawings to:

info@glpackaging.com

Pallet Application Worksheet

1. Your Pallet & Load

Fill in what you know. Approximate measurements are fine.

Pallet Size (L x W, in.)

Box / Product Size (L x W x H)

Overall Load Footprint (L x W)

Outer edges of products resting on the pallet

Total Load Weight

Products and packaging on one pallet; include units

Bottom-Layer Arrangement

Sketch the boxes or products that touch the pallet, viewed from above.

TOP VIEW - draw here (not to scale)



Packages Per Layer

Number of Layers

Arrangement Notes

For digital use, describe pattern or attach a photo.

Product Packaging

Select all that apply.

- ☐ Boxes / Cartons
- ☐ Pails / Drums / Round Products
- ☐ Bags / Bulk Bags
- ☐ Bulk Containers
- ☐ Product Directly on Pallet
- ☐ Other

Load Pattern

- ☐ Uniform (same-size packages)
- ☐ Mixed (different sizes/products)

Fork Entry

- ☐ 4-way required
- ☐ 2-way acceptable
- ☐ No preference

Two-way designs may offer added support and cost advantages for some loads.

Current Pallet Type

- ☐ Wood
- ☐ Plastic
- ☐ Corrugated
- ☐ Other

If Wood: ☐ New ☐ Used ☐ New + Heat Treated ☐ Used + HT

If Plastic: ☐ New ☐ Used

Pallet Application Worksheet

2. Handling & Shipping

How is the loaded pallet moved, stored, and shipped? Check what applies.

Handling Equipment

Select all equipment used to move the loaded pallet.

- ☐ Forklift
- ☐ Pallet Jack
- ☐ Clamp Truck
- ☐ Automated (AGV / Robot)
- ☐ Other

How High Are Loaded Pallets Stacked?

In Storage / Warehouse

- ☐ Single-high
- ☐ 2-high
- ☐ 3-high
- ☐ 4-high or more

In Transit / Shipping

- ☐ Single-high
- ☐ 2-high
- ☐ 3-high
- ☐ 4-high or more

Stored in Pallet Racks

- ☐ No
- ☐ With decking
- ☐ Open racks
- ☐ Flow racks

Travel on Conveyors

- ☐ No
- ☐ Belt
- ☐ Rollers
- ☐ Open chain
- ☐ Support chain

Shipping Method

Select all that apply.

- ☐ Full Truckload (FTL)
- ☐ Less Than Truckload (LTL)
- ☐ Rail
- ☐ Ocean Container
- ☐ Air

Load Securing

Select all that apply.

- ☐ Stretch Wrap
- ☐ Hand Strapping
- ☐ High-Tension Strapping
- ☐ Not Secured
- ☐ Other

Additional Information

Any other details that could affect the pallet? (Optional)

Photos, drawings, and existing pallet specifications can be provided separately.
If you use this worksheet digitally, attach supporting files to the return email.