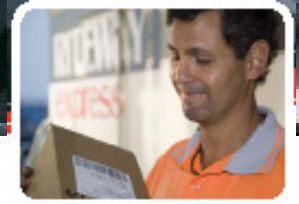


Manual Consignments



How to fill out a consignment note

A correctly filled out consignment note, with full information, helps us to deliver the goods the way you want, on time. Just follow the details as shown.

- 1) Complete all sender's details – company name, pick-up address, state, postcode, **(postcode is essential)** contact name and number.
- 2) Place a cross in the appropriate box – who is paying the charge? Please note, if you fail to mark a box we will charge the sender.
- 3) Write the account number to be charged in this section. If a third party is to be charged, please include their address. When nominating a receiver or third party, you must have their Riteway Express account number otherwise the sender will be charged.
- 4) Complete all receiver's details - company name, pick-up address, state, postcode, **(postcode is essential)** contact name and number. We can not deliver to Post Office boxes.
- 5) Complete this section by writing a description of goods (eg carton, pallet, skid)
- 6) It is important to tell us the number of items on your consignment. To avoid delays, the number of items should match the number of item barcodes used, refer point 10.
- 7) Fill in the weight and the dimensions (in centimetres) of your package.
- 8) We need to know if dangerous goods are on board our vehicles. We must abide by laws relating to the carriage of dangerous goods. The dangerous goods declaration **MUST** be read and signed.
- 9) Complete this section if extended warranty is required.
- 10) Place one barcode label on **EVERY ITEM**. Peel off barcode item label first from the top, then apply subsequent item labels in number sequence to additional items. The number of item barcodes should be noted in "No. of items", refer point 6. Max of 8 items per consignment note.

RITeway express
www.ritewayexpress.com.au

Sydney (02) 9796 5888
Melbourne (03) 9931 7000
Brisbane (07) 3275 0711
Adelaide (08) 8343 6688
Perth (08) 9353 2730
Head Office (02) 9796 5300

Con Note No. **364420012**

Sender: **1**
Address: _____
Town/City: _____ State: _____ Postcode: _____
Contact Name: _____ Phone: _____

Receiver: **4**
Address: _____
Town/City: _____ State: _____ Postcode: _____
Contact Name: _____ Phone: _____

Account Number to be charged: **3**

Light Charges to be paid by? **2**
Sender Receiver Third Party

Sender's Ref.	Description of Items (e.g. Cartons, Pallets, Satchels)	Garments	No. of Items	Declared Weight Kgs	Declared Cubic (cm x cm x cm)	Qty
5			6			

Dangerous Goods Enclosed: Yes No **8**

Driver's Use Only: Pick Up Time _____ Date _____ Delivery Time _____ Date _____

Terms of Trade: **14 Days from Invoice Date**

REVENUE COPY

Barcode strip on the right: **10** (circled in red) labels numbered 364420012-1 to 364420012-8.

