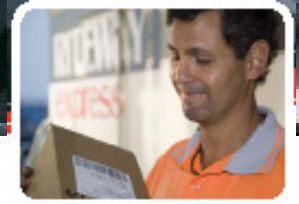


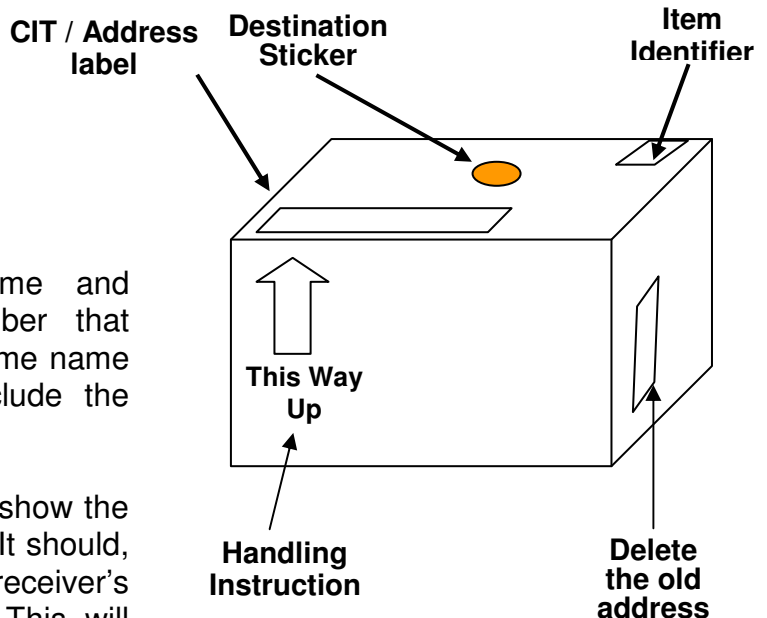
Labelling for efficiency



Labelling – Do It Right

And we'll deliver your freight safely, surely and on time!

1. Make sure the receiver's name and address appears fully. Remember that there are many towns with the same name throughout Australia. Always include the state and postcode.
2. It's always a great idea to clearly show the sender's name and address also. It should, of course, be smaller than the receiver's details and be marked 'FROM'. This will avoid any confusion at the delivery end.
3. Ensure that each item on the consignment note has an individual item identifier attached.
4. 'FRAGILE' and 'THIS WAY UP' instructions help to ensure correct handling in transit.
5. We make available destination stickers for quick and easy identification by everyone. Please use them.
6. Check for any old addresses on the carton. If there are any, please make sure they are completely crossed out.
7. Special delivery instructions. If goods are for a large department store, ensure that the delivery instructions (such as the department number) are placed on the carton.
8. If you have an invoice attached to the outside of the carton, check that the address shown is the delivery address and not the account address.
9. Now, with the consignment properly packed and labelled, a correctly filled out consignment note will complete the job.



Note: Do not cover the item identifier label or overlap any other Riteway label



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