


 Box-2-Box Pty Ltd ABN 46 131 445 951  
 50 Windsor Road, Northmead NSW 2152

P: 1300 53 88 53

E: sales@box2box.com.au

 W: [www.box2box.com.au](http://www.box2box.com.au)

Warehouse : Kennards Self Storage, 5 Packard Ave, Castle Hill NSW 2154 (Wed – Thurs 8:30am – 5pm Friday 8:30am – 2pm)- page 2 for delivery instructions

## Booking Confirmation Form

(Please sign and return by fax/email for booking to proceed)

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Distribution to start by which Sunday: \_\_\_/\_\_\_/\_\_\_ and finished by Sunday: \_\_\_/\_\_\_/\_\_\_

Is your leaflet dated? Yes No Expiry date? / / Leaflet Name: \_\_\_\_\_

Any special Instructions: \_\_\_\_\_

### Rate for Suburbs listed below

**Standard Distribution Full Suburb Coverage** - 3 to 8 client leaflets per distribution - Price \$50 per 1000 + gst

**Standard Distribution Part Suburb Coverage** - Price \$60 + gst per 1000 + gst

**Premium Distribution** - 2 to 4 client leaflets only per distribution - Price \$70 per 1000 + gst

Premium needs to be booked 2 weeks in advance of distribution commencement date

Suburb	Residential Letterbox Nos.	X for all /write Number required	Suburb	Residential Letterbox Nos.	X for all /write Number required	Suburb	Residential Letterbox Nos.	X for all /write Number required
Acacia Gardens	1300		Epping	7600		Parramatta	2750	
Baulkham Hills	12110		Ermington	4450		Parramatta – North (only)	6650	
Beaumont Hills	2850		Glenhaven	1750		Riverstone	1700	
Beecroft	3100		Glenwood	4950		Rouse Hill	2550	
Bella Vista	3000		Kellyville	7200		Rydalmere	2570	
Carlingford	9270		Kellyville Ridge	3150		Schofields	1350	
Castle Hill	13360		Kings Langley	3250		Stanhope Gardens/Parklea	3180	
Cheltenham	430		North Epping	1700		Telopea	2400	
Cherrybrook	5900		North Rocks	2950		The Ponds	3100	
Dundas	2100		Northmead	4900		West Pennant Hills	5600	
Dundas Valley	1950		Oatlands	2175		Winston Hills	4460	
Dural	1350		Pennant Hills	2100				
Eastwood	6800							

**NO PART Suburb distribution available with Premium Distribution Service.**

Standard Distribution :  \$50 per 1000 + gst Part Suburb  \$60 per 1000 + gst Premium Distribution :  \$70 per 1000 + gst

Full Suburb Leaflet Qty: \_\_\_\_\_ Total Price: \$ \_\_\_\_\_ +gst Part Suburb Leaflet Qty \_\_\_\_\_ Total Price \$ \_\_\_\_\_ +gst

**Total leaflet qty required: \_\_\_\_\_ Total invoice amount: \$ \_\_\_\_\_ Inc GST**

**Pickup required - No of Boxes: \_\_\_\_\_ Total Pickup Fee: \$ \_\_\_\_\_ Inc GST**

**Pickup fee \$50 + gst up to 10boxes or 100kgs then \$5 per box + gst**

**ALL BOXES MUST BE ADDRESS TO BOX-2-BOX AND SAMPLE LEAFLET ATTACHED TO TOP OF EACH BOX.**

**Each box to weigh no more that 10Kgs per box**

For further information regarding pickup requirements, please refer to item 12 in Terms & conditions.

**Pickup address /contact name /phone no: (if different to above)** \_\_\_\_\_

**ALL LEAFLETS TO BE DELIVERED TO WAREHOUSE ADDRESS AS PER ABOVE.**

**PAYMENT MUST BE RECEIVED BEFORE DISTRIBUTION CAN COMMENCE. Payment method: EFT or CREDIT CARD or CASH**

**By signing this BCF you are agreeing to all our terms and conditions for your distribution (on accompanying page or rear of this form)**

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## LEAFLET STOCK FOR DISTRIBUTION WAREHOUSE DELIVERY PROCEDURE

Warehouse : Kennards Self Storage 5 Packard Ave, Castle Hill NSW 2154

**Delivery Days:** Wednesday – Thursday - **Receiving Times:** 8:30am – 5pm

Your leaflets need to arrive by Thursday proceeding your distribution commencement date. Please ensure you advise your courier and printer of these delivery times.

Once you dropped off your leaflets please advise Box2Box office either via phone 1300 53 88 53 or email: [sales@box2box.com.au](mailto:sales@box2box.com.au).

**NOTE:** No deliveries can be accepted outside of these times without prior arrangement with Box-2-Box office. It is very important that all boxes are addressed to us as per below. This will ensure that your material doesn't go astray. All leaflets need to be in a box to protect them from being damaged.



**Boxed Leaflets are to weigh no more than 10kgs per box.**

### LABELING – Pallets & Boxes

Each box of leaflets must be clearly labelled with the following details (including all boxes on a pallet)

TO : BOX-2-BOX PTY LTD  
c/- Kennards Self Storage  
5 Packard Ave, Castle Hill NSW 2154

- FROM :
- Client Name
- Leaflet Name
- Total No of Leaflets
- No of Cartons
- Qty per Carton

**Sample leaflet to be affixed to top of each box carton**

### Delivery Procedure for Kennards Self Storage:

**Receiving Times : 8:30am – 5pm Wednesday – Thursday ONLY**

**Upon arrival please proceed to the Office for further instructions regarding drop off point.**

Kennards Self Storage is equipped with a pallet jack which is available for unloading of pallets or skids at their site. Drop down tail gate truck is advisable for unloading skids. **Skids are the PREFERRED** option for unloading as they weigh less and can usually be unloaded with a manual pallet jack. It is the client's responsibility to inform the courier and your printer of our setup and that a hand unload by them may be necessary should the pallet be too heavy for a manual pallet jack.



## Booking Confirmation Form - Delivery Terms and Conditions

**Standard Distribution: 3 to 8 client leaflets**

**Premium Distribution: 2 to 4 client leaflets**

**Part suburb distribution NOT available with Premium service**

**ALL Premium distributions must be booked 2 weeks in advance**

**VIP Distribution: 1 to 2 client leaflets – pricing on application, conditions apply.**

### **Terms and Conditions applicable for deliveries carried out by Box-2-Box Pty Ltd:**

- 1) **Delivery of leaflets to Box-2-Box.** For leaflets to be delivered in the next standard or premium distribution:
  - A. A signed Booking Confirmation Form must be returned to us by **Monday 5pm** preceding the distribution date – **Premium 2 weeks** prior to distribution date, so your distribution can be booked in.
  - B. **Leaflets must be delivered to our warehouse by 1pm Thursday preceding the distribution date.**
- 2) **Payment.** We request payment (EFT or Credit Card) prior to delivery unless by prior arrangement.  
**NOTE: Payment by Cheque is not accepted.**  
**Bank details EFT: Newcastle Permanent Account Name: Box-2-Box BSB: 650 300 Account No: 506 254 104**
- 3) **Delivery time frame.** Once the leaflets are delivered to our walkers, they will be distributed delivery period Sunday to Sunday and are not done when raining. Rain may prolong the delivery by the amount of time that it rains for.  
**Box-2-Box Pty Ltd. reserves the right to deliver over a 14 day period if there is no deadline or timely date noted on the booking form or there is a high volume of leaflets going out that week.**  
**Dated Leaflets: Plan for your distribution to commence 2 weeks before your event.**
- 4) **Applicable surcharges.** If the item for delivery is either heavier than 10 grams or has a tight deadline, we need to be informed of this at the time of booking as surcharges are applicable. A surcharge may also apply if leaflets due for delivery in the following week are delivered to our warehouse **after 1pm Thursday**, otherwise they are not guaranteed to be delivered in the following week.
- 5) **Distribution Standards Board.** We are a member of the Distribution Standards Board and adhere to their Code of Conduct, which includes not delivering to “No Junk Mail” or “No Advertising Material Accepted” letterboxes.
- 6) **Cancellation policy.** Before job commencement i.e. Before Friday noon of week job commences, a refund of 90% of the total cost for that weeks distribution will be reimbursed to the client. After this time the job is deemed to have commenced distribution and no refund will be given.
- 7) **Walkers and Area Managers.** All walkers pay an up-front bond and sign a contract after each delivery they do.  
Our Area Managers do follow-up checks on walkers after each delivery to ensure that the delivery has been completed properly.  
**PLEASE NOTE: We do not outsource any work to other distribution companies.**
- 8) **Delivery satisfaction.** If you have any queries about the delivery we have undertaken for you, please identify the suburb, street and house number that is of issue so we can do a comprehensive check up on the walker who delivers to that area. It is imperative that this be done within 7 days of completion of the distribution for each area in order for any follow up to be relevant. Box-2-Box aims to have the matter resolved within 48 hours, weather and some circumstances permitting. Any issues received after the 7 days will not be investigated due to the inaccuracy of the results that will be obtained
- 9) **Boxed leaflets ALL BOXES MUST BE ADDRESS TO BOX-2-BOX AND SAMPLE LEAFLET ATTACHED TO TOP OF EACH BOX.**  
Boxes of leaflets arriving or being picked up must be no larger than standard A4 size (32Hx29Lx23W) and not heavier than **10kgs per box** (keeping within Occupational, Health & Safety guidelines). If boxes are heavier than or larger than, it is our requirement that they be re-packed into suitably sized boxes.  
**PLEASE NOTE: A4 size leaflets need to be folded to DL or A5 for distribution, otherwise surcharge may apply.**
- 10) **Box-2-Box DOES NOT** in any way guarantee, that your company will be delivered individually of another company of the same type or generate business or receive a positive response from the letterbox distribution.
- 11) **Left over leaflets** As our house count for each suburb includes ‘No Junk Mail’ letterboxes, there will be leftover leaflets. Some of these will be given as surplus to each walker to allow for counting discrepancies and house count changes. We will store the remaining at our facility for a maximum of 28 days. After this time, if they have not been collected or we haven’t received clear instruction from you as to what to do with them, they will be placed in our recycle bin for collection. This is excluding all regular clients who deliver more than once in any 2-month period.
- 12) **Pickup arrangements.** This service is arranged via a courier and each box must weigh no more that **10kg** and box size to be as specified in item 9. Please specify number of boxes for pickup at time of booking and full address details and contact number. All pickups must be booked in by noon Thursday of the week distribution job is scheduled for commencement.
- 13) **Pallets /Skids Deliveries.** Drop down tail gate truck with jack is advisable for unloading Skids. **Skids are a PREFERRED** option for unloading at our warehouse as less weight per skid and can be usually unloaded with a manual pallet jack. It is the client’s responsibility to inform the courier and printer of our setup and that a hand unload by them may be necessary.
- 14) **PLEASE NOTE : THERE IS A SURCHARGE FOR BOX-2-BOX HANDLING THE DISPOSAL OF SKIDS/PALLET LEFT AFTER A DELIVERY TO BOX2BOX PREMISES. We will ask the printer or courier to take the skid/pallet back with them if they don’t take Take them back with them then a surcharge invoice will be raised and forwarded to you for this.**  
**\$35 +GST first SKID/PALLET, then \$25+ gst per skid/pallet for each additional one.**  
**PLEASE ENSURE THAT YOUR PRINTER/COURIER ARE AWARE OF THIS.**