



Box-2-Box Pty Ltd ABN 46 131 445 951 P: 1300 53 88 53 E: sales@box2box.com.au  
 50 Windsor Road, Northmead NSW 2152 W: 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

## 21 Day Book and Pay in Advance Discount Booking Confirmation Form

**PAYMENT REQUIRED AT TIME OF BOOKING** (Please sign and return by fax/email for booking to proceed)

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

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

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

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

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

Any special Instructions: \_\_\_\_\_ Start Date : / /

Booking Date : \_\_\_\_\_

**Discount Rate : Full Suburb Distribution \$43 + gst per 1000 Part Suburb : \$48 per 1000 + gst**  
**NOTE: \$43 DISCOUNT OFFER APPLIES TO FULL STANDARD RESIDENTIAL SUBURB DISTRIBUTION ONLY.**  
 Regular Rate : Full Suburb Standard Distribution : \$50 + gst per 1000 Part Suburb : \$60 + gst per 1000

**Standard Distribution Service - 3 to 8 client leaflets per distribution**

Suburb	Letterbox Nos.	Start Date:	Qty	Suburb	Letterbox Nos.	Start Date:	Qty	Suburb	Letterbox Nos.	Start Date:	Qty
Acacia Gdns	1300			Epping	7750			Parramatta	3350		
Baulkham Hills	12110			Ermington	4450			Parramatta – North	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 North	700			Schofields	1350		
Castle Hill	13360			Kellyville Ridge	3150			Stanhope Gardens	3180		
Cheltenham	430			Kings Langley	3250			Telopea	2400		
Cherrybrook	5900			North Epping	1700			The Ponds	3100		
Dundas	2100			North Rocks	2950			West Pennant Hills	5600		
Dundas Valley	1950			Northmead	4900			Winston Hills	4460		
Dural	1350			Oatlands	2175						
Eastwood	6800			Pennant Hills	2100						

Price per 1000 + gst: Regular Rate: \$ 50 +gst (Full Suburb)	Total Qty:	Amount: \$	+ gst
Price per 1000 + gst: Regular Rate: \$ 60 +gst (Part Suburb)	Total Qty:	Amount: \$	+ gst
Price per 1000 + gst: 21 Day Discount: \$ 43 +gst (Full Suburb)	Total Qty:	Amount: \$	+ gst
Price per 1000 + gst: 21 Day Discount: \$ 48 +gst (Part Suburb)	Total Qty:	Amount: \$	+ gst
<b>Total Leaflet Qty required:</b>		<b>Total : \$</b>	<b>+ gst</b>

Pickup Required : No of Boxes: \_\_\_\_\_ Total pickup fee: \$ \_\_\_\_\_ + gst  
Pickup fee \$50 + gst up to 10 boxes or 150kgs then \$5 per box + gst - please refer to Item 12 in Terms & Conditions for further details

Pickup Address if different to above : \_\_\_\_\_

Skid/Pallet Surcharge – Date Received: \_\_\_\_\_ No of Skid/Pallet : \_\_\_\_\_ Amount: \$ \_\_\_\_\_ inc gst

PLEASE NOTE : THERE IS A SURCHARGE FOR HANDLING & DISPOSAL OF SKIDS/PALLETS LEFT AFTER A DELIVERY TO BOX2BOX.  
 \$35 + gst First SKID/PALLET, Each Additional skid/pallet \$25 + gst.

**PAYMENT MUST BE RECEIVED AT TIME OF BOOKING FOR DISCOUNT TO APPLY** Payment method: EFT or CREDIT CARD

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

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



## 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.



# Advance Discount Booking AND Advance Payment Confirmation Form

Discount available with Standard Distribution Service only.  
Standard Distribution: 3 to 8 client leaflets

**DISCOUNT OFFER doesn't apply to PART suburb distribution.**  
**DISCOUNT OFFER doesn't apply to multi page publications, business cards or magnets.**  
**Not available with any other offer.**

## 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 distribution:
  - A. A signed Booking Confirmation Form must be returned to us by **21days** preceding the distribution date.
  - B. **Leaflets must be delivered to our warehouse by 1pm Thursday preceding the distribution date.**
- 2) **Payment.** We request payment (EFT or Credit Card) at time of booking or 21days prior to commencement of distribution.  
**NOTE: Payment by Cheque is not accepted. Online Credit Card payment**  
**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 from 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 supply the following details : distribution date, suburb, street and house no. (some times a street crosses over to more than one walker area), 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.** Boxes of leaflets arriving or being picked up must be no larger than standard A4 size (32Hx29Lx23W) and not heavier than **10kg per box** (keeping within Occupational, Health & Safety guidelines). If boxes are heavier than or larger than our requirements you will need to re-pack leaflets 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, 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 leaflets 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.** Box-2-Box doesn't have a forklift or similar available for unloading of pallets or skids at our warehouse. We do not participate in the Chep Pallet exchange program. Should deliveries arrive on a Chep Pallet then a hand unload will be required by the courier. Drop down tail gate truck with pallet jack is advisable for unloading pallets. Skids are a PREFERRED option for unloading at our warehouse as there is 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 should they be unable to get the pallets / skids into our warehouse location.
- 14) **PLEASE NOTE : THERE IS A SURCHARGE FOR HANDLING & DISPOSAL OF SKIDS/PALLETS LEFT AFTER A DELIVERY TO BOX2BOX PREMISES. \$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**