



Box-2-Box Pty Ltd ABN 46 131 445 951 P: 1300 53 88 53 E: sales@box2box.com.au  
 Office : 50 Windsor Road, Northmead NSW 2152 W: [www.box2box.com.au](http://www.box2box.com.au)  
 Warehouse : Kennards Self Storage, 5 Packard Ave, Castle Hill NSW 2154 (Wednesday – Friday receiving days)

### Commercial Deliveries Booking Confirmation Form

Please sign and return by email for booking to proceed

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

Address: \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

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

Is your Leaflet dated? Yes No Expiry date? \_\_\_\_\_

Leaflet Name: \_\_\_\_\_

| Delivery to Letterbox only Deliver  | Qty required  | Price per area : | Item Total |
|---|---------------|------------------|------------|
| Norwest Business Park   | 900           | \$160 + gst      |            |
| Castle Hill Trading Zone – Victoria Ave   | 900           | \$160 + gst      |            |
| Seven Hills Industrial Area   | 1100          | \$160 + gst      |            |
|   |               |                  |            |
| Delivery to Office Reception Desk   |               |                  |            |
| Norwest Business Park -   | 1000          | \$780 + gst      |            |
| Castle Hill Trading Zone – Victoria Ave -   | 1000          | \$750 + gst      |            |
|   |               |                  |            |
| Delivery to Other Industrial Areas  | Rate per hour | No of Hours      |            |
| By request only - Costing is as per estimated number of hours to complete the job. Hourly rate \$40 + gst | \$40.00 + gst |                  |            |
|   |               |                  |            |
| Please Note : Min per job is 4 hours @ \$40.00 + gst = \$176.00 inc gst                                   |               |                  |            |
| Dural/Round Corner  |               |                  |            |
|   |               |                  |            |
|   |               |                  |            |
| Industrial Area Details - Map to be supplied by customer  |               |                  |            |

Pickup Required: Yes / No Pickup Fee (\$50+gst up to 10boxes or 150kgs then \$5 per box+ gst) \$ \_\_\_\_\_ inc gst

No of Boxes: \_\_\_\_\_

Pickup Address /Contact name/Phone No (if different to above) : \_\_\_\_\_

**TOTAL INVOICE AMOUNT: \$ \_\_\_\_\_ INC GST**

### **PAYMENT MUST BE RECEIVED BEFORE WORK CAN COMMENCE**

Bank details for EFT payment are: Newcastle Permanent  
 Account Name: Box-2-Box BSB: 650 300 Account No: 506 254 104

**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: \_\_\_/\_\_\_/\_\_\_

Office Use Only: INVOICE EMAIL /CLIENT PD: EFT/ CASH/Credit Card Leaflets Received Yes/No No. of Boxes:  
 Printing Code: MELB / SYD / OTH Leaflets Due By \_\_\_/\_\_\_/\_\_\_



## 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

### *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 distribution:
  - A. A signed Booking Confirmation Form must be returned to us by **Wednesday 5pm** – week prior to distribution, so your distribution can be booked in.
  - B. Leaflets must be delivered to our **WAREHOUSE by 5 pm 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 in the delivery period, Sunday to Sunday and are not done when raining. Rain or hot weather may prolong the delivery time.  
**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 80% 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 unit/ business letterbox 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.** 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, 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**
- 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** (if any) 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.
- 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.

**Office Hours: Monday – Friday 10am – 4:30pm**

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

**Receiving Times : 8:30am – 5pm Wednesday – Thursday Friday 8:30 – Noon.**

**Other days only by prior arrangement only.**