



P: 1300 53 88 53 | E: sales@box2box.com.au | W: [www.box2box.com.au](http://www.box2box.com.au)

Office Hours: Tuesday – Friday 10am – 4pm (Closed Monday) | Warehouse Deliveries: Thurs: 10 am – 4 pm | Friday 10am – 2pm  
 Note : Residential driveway not suitable for large trucks – Hand unload may be required page 2 for full delivery instructions

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

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

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

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

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

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

Is your leaflet dated? Yes / No Expiry date? / / Booking Date : / /

Leaflet Name: \_\_\_\_\_ Distribution Start Date : / /

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

**DISCOUNT Rate : Full Suburb Distribution \$ 60 + gst per 1000 Part Suburb : \$75 per 1000 + gst**

**DISCOUNT OFFER APPLIES TO STANDARD RESIDENTIAL SUBURB DISTRIBUTION ONLY.**

**STANDARD Rate : Full Suburb Standard Distribution : \$70 + gst per 1000 Part Suburb : \$85 + gst per 1000**

Standard Distribution Service - 3 to 7 client leaflets per distribution

**PREMIUM Full Suburb Distribution \$85 + gst per 1000 available for all suburbs (2 to 4 Client Leaflets per distribution)**

Suburb	Letterbox Nos.	Start Date:	Qty	Suburb	Letterbox Nos.	Start Date:	Qty	Suburb	Letterbox Nos.	Start Date:	Qty
Baulkham Hills	12210			Dural	1410			Parramatta	4100		
Beaumont Hills	2850			Ermington	4950			Parramatta – North	6600		
Beecroft	3420			Glenhaven	1780			Rouse Hill	2750		
Bella Vista / Norwest	4000			Glenwood	4850			Rydalmere	2800		
Carlingford	10330			Kellyville	7600			Stanhope Gdns /Parklea	3210		
Castle Hill	13360			Kellyville North	2800			Telopea	2470		
Cherrybrook	5900			Kellyville Ridge	3185			The Ponds	4375		
Dundas	1950			North Rocks	3530			West Pennant Hills	5830		
Dundas Valley	2280			Northmead	4950			Winston Hills	4450		
				Oatlands	2180						

**Premium Distribution Suburbs NOTE: NO Standard or Part suburb distribution available for the following suburbs**

Acacia Gardens	1200			Kings Langley	3350			Schofields	3650		
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\$70 per 1000 + gst | **STANDARD** Full Suburb Leaflet Qty: \_\_\_\_\_ Total Price : \$ \_\_\_\_\_ + gst

\$85 per 1000 + gst | **STANDARD** Part Suburb Leaflet Qty: \_\_\_\_\_ Total Price : \$ \_\_\_\_\_ + gst

\$60 per 1000 + gst | **21 Day Discount** Full Suburb Leaflet Qty: \_\_\_\_\_ Total Price : \$ \_\_\_\_\_ + gst

\$75 per 1000 + gst | **21 Day Discount** Part Suburb Leaflet Qty: \_\_\_\_\_ Total Price : \$ \_\_\_\_\_ + gst

\$85 per 1000 + gst | **PREMIUM** Full Suburb Leaflet Qty: \_\_\_\_\_ Total Price : \$ \_\_\_\_\_ + gst

**Total Leaflet Qty: \_\_\_\_\_ Total : \$ \_\_\_\_\_ + gst**

**Pickup Required : No of Boxes:** \_\_\_\_\_ **Total pickup fee: \$ \_\_\_\_\_ + gst**

Pickup fee \$60 + gst up to 10 boxes or 100kgs then \$6 per box + gst - please refer to Item 12 in Terms & Conditions for further details

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

**Skid Surcharge – Date Received:** \_\_\_\_\_ **No of Skid :** \_\_\_\_\_ **Amount: \$ \_\_\_\_\_ + gst**

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

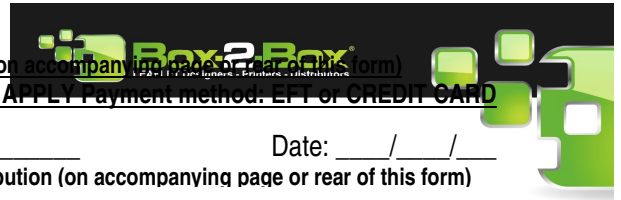
By signing this BCF you are agreeing to all our terms and conditions for your distribution (on accompanying page or rear of this form)

**PAYMENT MUST BE RECEIVED AT TIME OF BOOKING FOR DISCOUNT TO APPLY** Payment method: **EPF 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)



**Warehouse Address:** 50 Windsor Road, Northmead (corner of Windsor Road and James Ruse Drive)

**Delivery Days:** Thursday - **Receiving Time:** 10am – 4pm  
Friday - **Receiving Time:** 10am – 2pm

For deliveries outside the above receiving times please ring  
**P: 1300 53 88 53** to make arrangements.

**MANUEL PALLET JACK available to assist with unloading – NO FORKLIFT available**

This is a home based business and the Office is located up the driveway at the back. Upon arrival, please proceed to the Office for further instructions.

This is a home based business driveway with a slight incline. Large trucks can park across the front yard only.

**Please note that we do not accept pallets, ONLY SKIDS. Drop down tailgate truck** is advisable for unloading skids, as we can use a manual pallet jack. It is the client's responsibility to inform their courier and/or printer of our setup and that a hand unload by them may be necessary if a drop down tailgate truck is not provided.

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

NOTE: Deliveries can be accepted outside of the receiving times with prior arrangement with Box-2-Box. 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.

## RECEIVING PROCEDURE of STOCK for DISTRIBUTION

**Boxed Leaflets are to weigh  
no more than 11kgs per box.**

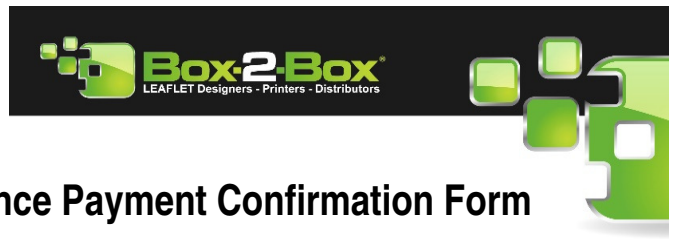


### LABELING OF BOXES

All boxes of leaflets must be clearly labeled with the following details:

- Client name
- Leaflet name
- Total number of leaflets
- Number of cartons
- Quantity per carton
- Date

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



## Advance Discount Booking AND Advance Payment Confirmation Form

Discount available with Standard Distribution Service only.

Standard Distribution: 3 to 7 client leaflets

Premium Distribution : 2 to 4 client leaflets

**DISCOUNT OFFER doesn't apply to premium distribution service,  
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 **21 days** preceding the distribution date.
  - B. **Leaflets need to be delivered to our warehouse by 4pm Thursday preceding the distribution date.**
- 2) **Payment.** We request payment (EFT or Credit Card) at time of booking or 21 days 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 **11kgs 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 11kgs 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. We do not accept pallets ONLY SKIDS.** Box-2-Box doesn't have a forklift or similar available for unloading of skids at our location. We do not participate in the Chep Pallet exchange program. Drop down tail gate truck is advisable for unloading skids at our location. Skids can be usually be unloaded with a manual pallet jack from a drop down tailgate truck. It is the client's responsibility to inform their courier and/or printer of our setup and that a hand unload by them may be necessary should they be unable to get the skids off their vehicle using a pallet jack. This is a home based business driveway with a slight incline and not suitable for large trucks.

**PLEASE ENSURE THAT YOUR PRINTER/COURIER ARE AWARE OF THIS**
- 14) **Surcharge.** There is a surcharge for Box-2-Box handling the disposal of SKIDS/PALLETS left after a delivery to Box-2-Box premises.

**\$35 + gst first skid/pallet then \$25 + gst per skid/pallet for each additional one.**