

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

 P: 1300 53 88 53 | E: sales@box2box.com.au | W: www.box2box.com.au

Office Hours: Tuesday – Friday 10am – 4pm (via phone) | Warehouse Office: Friday 10am – 3pm

Note: Due to current pandemic situation Warehouse opening hours vary. Please ring to make arrangement for visiting our warehouse office.

Booking Confirmation Form (Please sign and return via email for booking to proceed)

Business Name: _____

Address: _____ Suburb: _____ Postcode: _____

Contact Person Name: _____ Email: _____

Phone: _____ Mobile: _____

Distribution to start by which Sunday: / / (or) finished by: / / (distribution could take up to 14 days to complete)

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

Any special Instructions: _____

Rate for Suburbs listed below - 3 to 5 client leaflets per distribution Full Suburb Distribution - Price \$85 per 1000 + gst Part Suburb Distribution - Price \$95 + gst per 1000 + gst								
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
Bella Vista / Norwest	4000		Castle Hill	13450		Kellyville North	2800	
Baulkham Hills	12350		Cherrybrook	5960		North Rocks	3530	
			Kellyville	8100		West Pennant Hills	5830	

\$85 per 1000 + gst Full Suburb Leaflet Qty: _____ Total Price : \$ _____ + gst
 \$95 per 1000 + gst Part Suburb Leaflet Qty: _____ Total Price : \$ _____ + gst

Rate for Suburbs listed below - 2 to 5 client leaflets per distribution Full Suburb Distribution - Price \$130 per 1000 + gst (Min cost \$150 + gst for part suburb distribution)								
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
Carlingford	10600		Glenhaven	1780		Parramatta Nth	6600	
Dural	1550		Kellyville Ridge	3185		Rydalmere	2800	
Dundas	1950		Oatlands	2180		Telopea	2470	
Dundas Valley	2280		Parramatta	4100		The Ponds	4375	
Ermington	4950							

\$130 per 1000 + gst Suburb Leaflet Qty (over 1K) : _____ Total Price : \$ _____ +
 \$150 per 1000 + gst Part Suburb Leaflet Qty 1K or less : _____ Total Price : \$ _____ +
 Min Qty charged for part suburb \$150 + gst for qty of leaflets 1000 or less

Total leaflet qty required: _____	Total amount: \$ _____	+ GST
<input type="checkbox"/> Pickup Required : No of Boxes: _____	Total pickup fee: \$ _____	+ gst
<small>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</small>		
Pickup Address if different to above : _____		

PLEASE NOTE : THERE IS A SURCHARGE FOR HANDLING THE 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 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: ____/____/____

RECEIVING PROCEDURE of STOCK for DISTRIBUTION

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

Delivery Day: Friday – **Receiving Time:** 10am – 3pm

**Due to the current pandemic situation our warehouse office hours could vary to the above.
Please ring ahead to confirm if warehouse office is open.**

For deliveries outside the above receiving times please ring

P: 1300 53 88 53 to make arrangements.

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

Deliveries can be left on the warehouse verandah under cover should the office be unattended.
If leaving a delivery when no one is present please contact Box2Box to advise them of the delivery.

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

The driveway with a slight incline and is narrow. 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

**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



Booking Confirmation Form - Delivery Terms and Conditions

*ALL distributions need be booked 2 weeks in advance of commencement date
VIP Distribution – 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 – ie: 2 weeks prior to distribution date, so your distribution can be booked in.
 - B. **Leaflets need to be delivered to our warehouse by 1pm Friday 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, our aim is to complete all deliveries in 7 days but due to current pandemic situation they may take up to 14 days. Deliveries are not done when raining or experiencing adverse weather. Adverse weather will prolong the delivery completion timeframes.
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
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 Friday**, 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 11am 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 completion contract after each delivery.
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 **11kgs 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 **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 Wednesday 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.