

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: _____

Distribution rate for suburbs listed below:

Full suburb distribution - Price \$95 + gst per 1000 | Part suburb distribution - Price \$110 + gst per 1000

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
Baulkham Hills	12350		Cherrybrook	5960		Kellyville North	2800	
Castle Hill	13350		Kellyville	8270		North Rocks	3530	
						West Pennant Hills	5830	

 \$95 + gst per 1000 Full suburb leaflet qty: _____ Total price: \$ _____ + gst

 \$110 + gst per 1000 Part suburb leaflet qty: _____ Total price: \$ _____ + gst

Distribution rate for suburbs listed below:

Full suburb distribution - Price \$130 + gst per 1000 | Part suburb distribution : \$150 + gst per 1000

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		Kellyville Ridge	3190		Parramatta Nth	6600	
Carlingford	10600		Oatlands	2180		Rydalmere	2870	
Dundas	1950		Parramatta	4100		Telopea	2690	
Ermington	5150					The Ponds	4380	

 \$130 + gst per 1000 Full suburb leaflet qty: _____ Total price: \$ _____ + gst

 \$150 + gst per 1000 Part suburb leaflet qty: _____ Total price: \$ _____ + gst

Distribution rate for suburbs listed below: Full suburb distribution - Price \$150 + gst per 1000

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
Dural	1550		Dundas Valley	2280		Glenhaven	1780	

 \$150 + gst per 1000 Full suburb leaflet qty: _____ Total price : \$ _____ + gst

Total leaflet qty required: _____ Total amount: \$ _____ + GST
Pickup required - No of Boxes: _____ Total pickup fee: \$ _____ + gst

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

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.

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

**Please contact Linda : 0490 013 329 or Sarah: 0430 883 385
for further drop off instructions.**

Your leaflets need to arrive by Thursday preceding your distribution commencement date.

Please ensure you advise your courier and/or printer of these delivery instructions.

NOTE: Deliveries can be accepted outside of the receiving times by 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.

ALL 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

INSTRUCTIONS APPLICABLE TO NORTHMEAD DROP OFF'S ONLY

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

Northmead warehouse – by APPOINTMENT ONLY

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.

If leaving a delivery when no one is present please contact Box2Box (Linda or Sarah) to advise them of the delivery.

Deliveries can be left on the warehouse verandah under cover should the office be unattended.

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

The driveway has 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.



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 commence delivery on the scheduled distribution date:
 - 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 Box-2-Box by 12pm 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 Box-2-Box **after 12pm 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) **Leftover 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.