


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

P: 1300 53 88 53

E: sales@box2box.com.au

 W: www.box2box.com.au

Commercial Deliveries Booking Confirmation Form

Please complete form, sign and return via email for your booking to proceed

Business Name: _____

 Address: _____

Contact Person Name: _____ Email: _____

Phone: _____ Fax: _____ 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	\$350 + gst	
Castle Hill Trading Zone – Victoria Ave	900	\$350 + gst	

 Pickup Required : No of Boxes: _____ **Total pickup fee: \$** _____ **+ gst**
 Pickup fee \$60 + gst up to 6 boxes or 60kgs then \$8 per box +, gst - please refer to Item 12 in Terms & Conditions for further details

Pickup Address if different to above :

TOTAL INVOICE AMOUNT: \$ _____ **+ GST**

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

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 NO: _____	EMAIL/CLIENT _____	PD: EFT/ CASH/Credit Card _____
Leaflets Received Yes/No _____	No. of Boxes: _____	Location: _____
P Code: CMYK / HP / K2 / OTH _____	Leaflets Due By ___/___/___ _____	



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 us by 4 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, usually Sunday to Sunday and are not done when raining or when air quality is poor. 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 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.** Our 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.
- 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 left after a delivery to Box-2-Box premises.
\$35 + gst first skid then \$25 + gst per skid/pallet for each additional one.