

How to complete a domestic Consignment Note

Accurate consignment note completion is critical to TNT meeting customer requirements when delivering their freight. The Customer should ensure that the following mandatory fields are correctly completed on the consignment note. For more information, please call 13 11 50 or visit www.tnt.com.au

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13 11 50
or visit www.tnt.com.au
Booking reference No

Con Note No **0000 0000 0000**

Sender **1**
Address
Town/City State Postcode
Contact Name Phone

Receiver **2**
Address
Town/City State Postcode
Contact Name Phone

3 Freight Charges to be paid by?
Standing the box you may have marked, by sending these goods you as
or are accepting ultimate responsibility to pay the freight charges incurred.
Sender Receiver Third Party

4 SELECT SERVICE (please X). **WARNING:** If no service selected, Road Express applies and may result in a delayed delivery. For service availability, check www.tnt.com.au
Sameday 9:00 Express 10:00 Express 12:00 Express Overnight Express Road Express
Saturday, weekend or after hours services are only available using "Sameday".
Special Instructions (eg. Saturday delivery)

Account Number to be charged **5**
Third Party Name/Address **6** Postcode

Your Ref. No	Description of Packaging (eg. cartons, pallets, satchels)	No. of Items	Declared Weight Kgs	Declared Cubic (cm x cm x cm)	Qty
Line 1 Details	7	8	9	L(cm) W(cm) H(cm) 10 X X 11	
Line 2 Details				X X	
Line 3 Details				X X	
12 EXTENDED WARRANTY: Automatic Transit Warranty (ATW) Unless you have previously elected to not have ATW with TNT, an ATW charge is added to the freight charge, and we agree to deliver the goods pursuant to condition 14 of this consignment note (see reverse). The maximum value for ATW is \$1,000. TNT Extended Warranty (TEW) If you require TEW please tick the sum required and the class in the class below (see condition 14 overleaf). Requests for TEW in excess of \$10,000 require prior written approval from TNT. The maximum value for which we will extend the warranty is \$40,000. Call 13 11 50 for details. Class Sum required		NOT FOR DANGEROUS GOODS: This consignment note can not be used for dangerous goods. By signing below, you confirm that this consignment does not contain dangerous goods. Agreement: We submit the goods described above for carriage and agree that the Terms and Conditions of Carriage and Other Services available at www.tnt.com.au , see overleaf for details and TNT's Rate Agreement (if applicable) apply to the carriage of these goods.		Total Driver's use only Pick up Time Date Delivery Time Date Run Number Run Number	

Sender's Signature **13** Date

Terms of Trade:
14 Days from Invoice Date

000000000000-1 TNT
000000000000-2 TNT
000000000000-3 TNT
000000000000-4 TNT
000000000000-5 TNT
000000000000-6 TNT
000000000000-7 TNT
000000000000-8 TNT

WE ARE NOT COMMON CARRIERS. TNT Australia Pty Limited Trading as TNT Express ABN 41 000 495 269

The checklist for a domestic consignment note is:

- 1 Full name & address (including postcode) of sender.
No PO Box addresses.
- 2 Full name & address (including postcode) of receiver.
No PO Box addresses.
- 3 Freight charges to be paid by? Ensure Sender, Receiver or Third Party is clearly indicated.
- 4 Service to be charged is to be indicated by placing a cross in the appropriate box. Different rates apply for each service. If no box is marked our Road Express service & rate applies.
- 5 Account number of the party to be charged for the freight.
- 6 If a third party is selected for charging, the third party name, address & account number must be completed.
- 7 Description of packaging (eg carton, pallet, envelope).
- 8 Number of items. This must match the number of items available for collection (maximum of 8 items per consignment).
- 9 The weight of the item(s) in kilograms.
- 10 The dimensions of the item(s) in centimetres.
- 11 The quantity of items to which the dimensions apply.
- 12 Extended Warranty fields are to be completed where the customer requires a warranty.
- 13 Sender's signature & date of collection to agree to TNT's terms & conditions.
- 14 Ensure that barcode labels are applied to each item of freight. This is important for 'Track and Trace' capabilities. Please also ensure that each item is addressed clearly.

- All the above details must be completed by the Customer before the driver enters their run number and adds the date of pick-up.