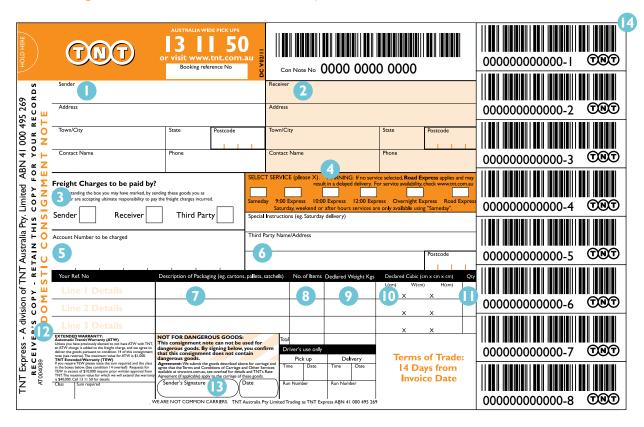


How to complete a domestic

## 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



## The checklist for a domestic consignment note is:

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

- 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.
- I 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.

