



Account code found on our invoice to you

X

**COLLECTION FOR**

**YOU MUST COMPLETE YOUR COMPANY NAME HERE:**

DATE: ...../...../20

**SERVICE REQUIRED**

ND ( Next Day)

AM, TIMED, SATURDAY

ECON (3 DAY)

**PLEASE COLLECT FROM**

NAME: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Date available: \_\_\_\_\_ Time: \_\_\_\_\_  
 Open Time: \_\_\_\_\_ Close time: \_\_\_\_\_  
 Special instruction: \_\_\_\_\_  
 TAIL LIFT, BOOK IN ETC  
 POST CODE: \_\_\_\_\_ Collection ref: \_\_\_\_\_  
 PLEASE PROVIDE POST CODE

**PLEASE DELIVER TO**

NAME: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Date open: \_\_\_\_\_  
 Open Time: \_\_\_\_\_ Close time: \_\_\_\_\_  
 Special instruction: \_\_\_\_\_  
 TAIL LIFT, BOOK IN ETC  
 POST CODE: \_\_\_\_\_  
 PLEASE PROVIDE POST CODE

YOUR ORDER NUMBER:

(to show on our invoice)

**PLEASE PROVIDE YOUR NAME AND CONTACT NUMBER**

NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

**CONSIGNMENT DETAILS**

Weight: \_\_\_\_\_

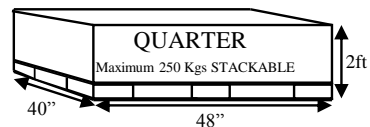
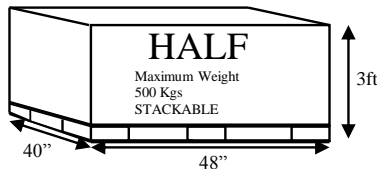
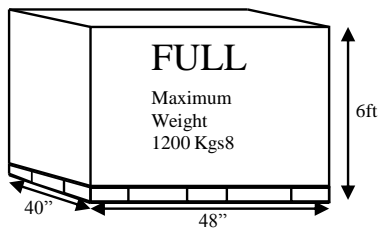
Product/Goods description: \_\_\_\_\_

**WE REGRET WE CAN NOT CARRY OUT ANY WORK IF THIS SECTION IS NOT COMPLETED IN FULL**

Full Pallet:  No. of: \_\_\_\_\_  
 Half Pallet:  No. of: \_\_\_\_\_  
 Quarter Pallet:  No. of: \_\_\_\_\_

TOTAL PALLETS \_\_\_\_\_

**PALLET DEFINITION**



OVERSIZED PALLETS ARE PRICED BY THE TOTAL NUMBER OF PALLET SPACES COVERED

All goods are carried under RHA conditions of carriage



## INSTRUCTIONS FOR PROCESSING REQUESTS

1. PHOTOCOPY/PRINT COLLECTION document.
2. It is very important to complete the follow fields

**\*\*WHEN GOODS ARE READY FOR COLLECTION \*\***

ADDRESSES  
POSTCODE  
QUANTITY AND PALLET SIZE  
\*\*\*\*\*WEIGHT\*\*\*\*\*  
SERVICE

3. Once completed Fax form to :-

**FAX for Rye depot: 01797 227686**

**FAX for Midlands depot: 01509 881995**

**4. Please call our office you are dealing with to Confirm receipt on**

**RYE : 01797 229177**

**MIDLANDS : 01509 881994**

**NOTIFICATION DEADLINE**

**In order for us to achieve collection today we must receive your faxed instructions before 11.45.**

**NB. Last minute collections** are often achieved after this time as we have vehicles passing please **CALL** you might be lucky.