



Box-2-Box Pty Ltd ABN 46 131 445 951 P: 1300 53 88 53 E: sales@box2box.com.au W: www.box2box.com.au
 50 Windsor Road, Northmead NSW 2152 | Office Hours: Monday – Friday 10am – 4pm | Deliveries: Wed – Thurs 10 am – 4 pm
 Note : Residential driveway not suitable for large trucks – Hand unload may be required page 2 for full delivery instructions

Booking Confirmation Form (Please sign and return via email for booking to proceed)

Business Name: _____

Address: _____ Suburb: _____ Postcode: _____

Contact Person Name: _____ Email: _____

Phone: _____ Fax: _____ Mobile: _____

Distribution to start by which Sunday: ___/___/___ and finished by Sunday: ___/___/___

Is your leaflet dated? Yes No Expiry date? ___/___/___ Leaflet Name: _____

Any special Instructions: _____

Rate for Suburbs listed below								
Standard Distribution Full Suburb Coverage - 3 to 7 client leaflets per distribution - Price \$60 per 1000 + gst								
Standard Distribution Part Suburb Coverage - Price \$70 + gst per 1000 + gst								
Premium Distribution - 2 to 4 client leaflets only per distribution - Price \$75 per 1000 + gst								
Premium needs to be booked 2 weeks in advance of distribution commencement date								
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
Acacia Gardens	1300		Dural	1350		Pennant Hills	2180	
Baulkham Hills	12150		Ermington	4650		Parramatta	3600	
Beaumont Hills	2850		Glenhaven	1750		Parramatta – North (only)	6650	
Beecroft	3350		Glenwood	4850		Riverstone	1700	
Bella Vista	3000		Kellyville	7450		Rouse Hill	2740	
Carlingford	9700		Kellyville North	2400		Rydalmere	2800	
Castle Hill	13360		Kellyville Ridge	3180		Stanhope Gardens/Parklea	3210	
Cheltenham	430		Kings Langley	3250		Telopea	2470	
Cherrybrook	5900		North Rocks	2990		The Ponds	3600	
Dundas	1900		Northmead	4950		West Pennant Hills	5700	
Dundas Valley	2200		Oatlands	2180		Winston Hills	4450	

NO PART Suburb distribution available with Premium Distribution Service.

Standard Distribution : \$60 per 1000 + gst Part Suburb : \$70 per 1000 + gst Premium Distribution : \$75 per 1000 + gst

Full Suburb Leaflet Qty: _____ Total Price: \$ _____ + gst Part Suburb Leaflet Qty : _____ Total Price : \$ _____ + gst

Total leaflet qty required: _____ Total invoice amount: \$ _____ Inc GST

Pickup Required : No of Boxes: _____ **Total pickup fee: \$ _____ + gst**

Pickup fee \$50 + gst up to 10 boxes or 150kgs then \$5 per box + gst - please refer to Item 12 in Terms & Conditions for further details

Pickup Address if different to above : _____

Skid/Pallet Surcharge – Date Received: _____ **No of Skid/Pallet :** _____ **Amount: \$ _____ + gst**

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.

PAYMENT MUST BE RECEIVED BEFORE DISTRIBUTION CAN COMMENCE. Payment method: EFT or CREDIT CARD or CASH

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

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

Delivery Days: Wednesday – Thursday | **Receiving Times:** 10am – 4pm | **P:** 1300 53 88 53

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

This is a home based business and the Office is located up the driveway at the back. Upon arrival, please proceed to the Office for further instructions.

This is a home based business driveway with a slight incline. 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.

Your leaflets need to arrive by Thursday preceding your distribution commencement date. Please ensure you advise your courier and/or printer of these delivery times.

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

**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



Booking Confirmation Form - Delivery Terms and Conditions

Standard Distribution: 3 to 7 client leaflets

Premium Distribution: 2 to 4 client leaflets

Part suburb distribution NOT available with Premium service

ALL Premium distributions must be booked 2 weeks in advance

VIP Distribution: 1 to 2 client leaflets – 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 be delivered in the next standard or premium distribution:
 - A. A signed Booking Confirmation Form must be returned to us by **Monday 5pm** preceding the distribution date – **Premium 2 weeks** prior to distribution date, so your distribution can be booked in.
 - B. **Leaflets must be delivered to our warehouse by 4pm 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 delivery period Sunday to Sunday and are not done when raining. 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 90% 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 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 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) **Left over 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 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 Chop 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.