



PERSONAL EFFECTS DELIVERY & AUTHORISATION

Reference / Shipment Number: _____

I, _____ acknowledge receipt of your letter on _____
print full name insert date

My telephone / contact details are:

Home: _____ Work: _____ Mobile: _____

Email: _____

Please delivery my effects to:

Details of access

Please tick accordingly to enable an efficient delivery

- Good access – less than 15 paces to door Yes No
- House Yes No
- Townhouse Yes No
- Unit Yes No Floor Number: _____
 - If above ground, elevator access to floor Yes No
 - If no elevator, how many steps/stairs to unit _____ steps
 - Is access via underground carpark? Yes No Clearance Height: _____
 - Is there a Clearance Time? Yes No Time: _____
 - Is there a Loading Zone? Yes No
 - Expected carry distance from truck to entry of residence _____ metres
 - Is a Ferry vehicle required ie shuttle van? Yes No
 - Heavy lifts – Piano or Safes? Yes No
 - Is storage required? Yes No
 - If yes, please state period required to affect a quote _____ weeks months

Additional Comments:

IMPORTANT NOTES

Additional Charges will apply if delivery is above 1st floor (Ground plus one) or if we are unable to park within 50ft/15m. Sufficient space at your destination property must be available to accommodate the vehicle that delivers your goods, which weighs 38 tonnes and is approximately 19m long, 3m wide, 4m high. If our vehicle is unable to approach your property, a shuttle van may be required to move your effects from our removal vehicle to your property.

Upon confirmation of delivery date, it is your responsibility to make necessary arrangements / bookings of elevator and advise Body Corporate / Management, if required, of delivery within building. If delivery is cancelled due to a failure to comply with booking requirements, additional fees will apply.

If delivery is to a storage facility, an authorised person must meet the truck to accept and sign for goods.

THIS FORM IS MANDATORY TO EFFECT DELIVERY – FAILURE TO RETURN MAY RESULT IN DELAYS AND ADDITIONAL FEES

Signature: _____ Date: 05/02/18