

BAGGAGE
AIRFREIGHT



CAR SHIPPING
INTERNATIONAL
MOVING & STORAGE

Heritage House, 52-54 Hamm Moor Lane, Weybridge, Surrey KT15 2SF
Telephone: +44 (0)1932 853344 Fax: +44 (0)1932 853377 E-Mail: baggage@allfreight.co.uk Web: www.allfreight.co.uk

INSTRUCTIONS FOR COLLECTION & PACKING **IMPORTANT - PLEASE READ CAREFULLY:**

Your Reference Number B: _____ **Date:** / / .

Deposit : £ _____

Total : £ _____ **Cash** **Cheque** **Credit / Debit Card**

COLLECTION WITHIN M25/LONDON

Your collection must be booked with the office, not the driver. Call 01932 853344 to book your collection, you **MUST** quote your contract number when you book your collection. Please give a minimum 24 hours notice and we will do our best to be of assistance to accommodate your collection, all collections are subject to availability so please try to give as much notice as possible to avoid dissatisfaction. On the day of collection you will receive a text message advising of the time window your collection will be done. We would ask you to note that our drivers do sometimes work outside these hours so you should ensure that all your goods are packed and ready the evening prior to collection. **Our drivers will only collect from the ground floor and we will charge you if you delay the driver in any way.** Our prices include one free delivery and one free collection. Should we have to return for whatever reason we reserve the right to make an additional charge. If you wish to postpone or cancel your collection please give us a minimum of 24 hours notice, we reserve the right to make a charge for a cancelled collection if less than 24 hours given.

COLLECTION OUTSIDE M25/LONDON

Your collection must be booked with the office, not the driver. Call 01932 853344 to book your collection, you **MUST** quote your contract number when you book your collection. Please give a minimum 48 hours notice and we will do our best to be of assistance to accommodate your collection, all collections are subject to availability so please try to give as much notice as possible to avoid dissatisfaction. On the day of collection your collection may be carried out by our nominated courier company who will not be able to provide you with a time for the collection you need to make yourself available from 9am to 6pm, if your collection is not done by 4pm please contact the office to check on the status. You should ensure that all your goods are packed and ready the evening prior to collection. **Collections are from the ground floor only and if there is a reception then from the reception.** Our prices include one delivery and one collection, should we have to return for whatever reason we reserve the right to make an additional charge. If you wish to postpone or cancel your collection please give us a minimum of 24 hours notice, we reserve the right to make a charge for a cancelled collection if less than 24 hours given.

PAPERWORK

Please complete all paperwork provided by our driver prior to collection. Please complete the Shipping Order/Invoice Customer sections. Please complete an inventory which must be valued if you are taking out insurance cover. Please complete all customs forms for the relevant country (Australia, New Zealand and USA). If the forms have not been delivered they can be downloaded from our website www.allfreight.co.uk. A photocopy of the details page of your passport is required for all shipments (for Australian shipments you need every page that has an entry stamp).

PAPERWORK CHECKLIST

Shipping Order / Invoice Baggage Inventory Customs Form (Aus, NZ, USA)
Photocopy of Passport (details page) (for Australian shipments all stamped pages and details page)
(Penalty for not having ALL paperwork/sent in £30.00)

PAYMENT

Payment can be made by Cash, Cheque, All major credit cards, Travellers Cheques or by transfer directly into our bank (please include your reference Number). If you are paying by cheque the goods will only be dispatched once your payment has cleared our bank. If you do not pay we will not remove your goods. Credit card payments are subject to a 3% booking fee. **All payments are to be made on collection by our driver** and with the office if a third party company collect within 7 days. Late Payment Charge:- If payment is not received within 7 days you will incur a £25.00 late payment charge and £15.00 for each additional week thereafter, week one starting the first Monday after day 7, up to a maximum of 12 weeks. After 12 weeks your consignment will be given to a local charity that Allfreight support.

ALL GOODS MUST BE READY ON THE GROUND FLOOR FOR COLLECTION

LABELLING

Please make sure after boxes are packed and sealed with Tape you mark the side of the Box with:

Port / Airport of entry
Name and Address of Sender and Recipient
Reference/Contract Number
Number of Items (e.g. 1/4, 2/4, 3/4, 4/4)

INSURANCE

If insurance is required please state the value of your goods on the inventory and inform the driver on collection that you wish to make use of this option.

CONSIGNING YOUR SHIPMENT:-

If you are consigning your shipment to a family member or friend who will collect your goods on your behalf at destination we will require a letter of authorisation from the owner of the goods and the person collecting must provide some form of identification when collecting the goods. **(For India no consigning of shipment allowed)**

If you are sending goods to South Africa you must arrive in the country at least 7 days before your goods arrive, if you are not travelling to South Africa then you are only permitted to send personal effects (clothes, books & shoes).

When you complete the Contract with our driver at time of collection it is imperative that you show your date of arrival at your destination in the space provided. Many countries do not allow you to import your personal effects without you being in the country at time of importation so we always try to ensure your goods arrive after you do to avoid any unnecessary storage charges. If you do not advise a date of arrival your goods will be dispatched on the first available ship/aircraft/truck.

ALL CUSTOMS REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

RESTRICTIONS

We cannot accept any of the following goods for transport:- aerosols, batteries, explosives, corrosives, firearms & ammunitions, radioactive materials, perfumes, unpressurised containers, paints, fuels and weapons.

If you are unsure about anything you want to send please call for advice.

WEIGHT LIMITS

For Health & Safety Regulations please try to ensure that you do not pack your boxes to heavy. The boxes are strong but damaged caused by overloading will invalidate any insurance cover that you may take out, if they are overweight the driver may ask you to re-pack them before they are removed and you may be charged for a second collection. 40kgs is the maximum weight for any of our cartons & 75kgs for a plycase.

INVENTORY EXAMPLE:-

BAGGAGE		ALLFREIGHT			CAR SHIPPING
AIRFREIGHT		MAKING EXCESS BAGGAGE EASY			INTERNATIONAL MOVING & STORAGE
Heritage House, 52-54 Hamm Moor Lane, Weybridge, Surrey KT15 2SF					
Telephone: +44 (0)1932 853344 Fax: +44 (0)1932 853377 E-Mail: baggage@allfreight.co.uk Web: www.allfreight.co.uk					
BAGGAGE INVENTORY					
CUSTOMER NAME <i>P.S. Smith</i>			CONTRACT NO: <i>B2134</i>		
			NO. OF BOXES: <i>3</i>		
ORIGIN LOADING ADDRESS <i>23 Long Lane, London, SW12 1BS</i>					
DESTINATION ADDRESS <i>3 Horse Shoe Road, Equine Valley, Sydney 260</i>					
Item No.	Box Type	Contents	CONDITION AT ORIGIN	VALUE	
<i>1</i>	<i>TC</i>	<i>Shoes, Books, Clothes, Phone</i>		<i>£200.00</i>	
<i>2</i>	<i>TC</i>	<i>Clothes, Photos, Shoes</i>		<i>£100.00</i>	
<i>3</i>	<i>BC</i>	<i>Books, Magazines</i>		<i>£100.00</i>	
<i>4</i>					
<i>5</i>					

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