COURIER SERVICES

Instructions for Despatching goods:

JKMRC makes use of two courier companies: TNT is used for domestic despatches and DHL for international despatches.

Any parcels that need to be sent by courier are required to be securely wrapped for despatch, and a Package Despatch Request Form needs to be completed. This Form is available as an Online Form on the JKMRC Intranet at: http://intranet.jkmrc.com.au/services/Online_Forms.html

DOMESTIC PARCELS – COURIER SERVICE

We use TNT: Telephone Number 131 150 – Account Number: 20900544

TNT satchels are available in the Mail Room adjoining Reception.

We have prepaid satchels – 3kg and 5kg (please use an appropriate size satchel)

These are kept in the mail room on the shelves at the end of the bench. All consignment notes are also on these shelves in a tray. When stocks are low satchels must be ordered through the Finance Department (Michelle Ranson). We usually order 50 x 5kg and 300 x 3kg prepaid satchels. TNT will send us new stocks of consignment notes once our stocks are low. Please advise Sherrin Brundle when you see stocks are low.
Details of how to complete the consignment note is illustrated below:

(When filling out the consignment note above, make sure you write your name in the contact field under “Sender” details.)

Once you have completed the TNT consignment note and have your items packaged in a satchel, please take the satchel to the Receptionist with the Package Request Despatch Form. The Receptionist will stamp the Form and you will then affix the consignment note to the satchel. You are to peel off the back sheet of the consignment note exposing the adhesive side, and place this on the front of the satchel. Then remove two of the Bar Code stickers from the backing sheet you have removed and place one on the satchel and one on the Request Form (see last two rows of the Form). This enables the accounts department to match the charges. Once completed, place the satchel on the parcel counter in the reception area.

If item 10 is a satchel, the dimensions are not required, and the weight may be omitted.

Note: if you are sending a large package or carton rather than a satchel you must ensure you complete all the details of the package/carton on the consignment note (see areas 9 and 10) including the weight and the dimensions of the package/carton. A consignment note must be adhered to the package/carton as per instructions above.

TNT collect all parcels at around 4:00 p.m. each day and their driver removes the waybill sheet and leaves this at reception for our records. This tray is emptied by Finance on a regular basis and this enables them to reconcile the TNT account.

**TNT:** Telephone Number 131 150

Account No: 20900544
INTERNATIONAL PARCELS – COURIER SERVICE

DHL

The DHL service is now an online service. Should you have anything you need to send by DHL you will be required to complete the Package Despatch Request Form. This Form is available as an Online Form on the JKMRC Intranet at: [http://intranet.jkmrc.com.au/services/Online_Forms.html](http://intranet.jkmrc.com.au/services/Online_Forms.html)

Please note it is important that all fields are completed on this Form especially the account number.

If your International parcel is a “Non-Document” item a Commercial Invoice/Declaration will be required.

DHL Satchels are kept in sizes up to 8 Kgs. If the package is larger than this it will need to be wrapped securely or placed in a carton.

Please take your parcel together with the Package Despatch Request from to Jeffrey Parkes and he will assist with the logging of your despatch for the DHL collection.

**Note:** Jeffrey will not accept any parcels unless the Package Despatch Request Form is completed correctly. All DHL parcels must be addressed to a **PHYSICAL ADDRESS – NO BOX NUMBERS ARE ACCEPTABLE.**