



blue lemon

CREATIVE BRAND COMMUNICATION

GIFTING, CLOTHING, WAREHOUSING & DISTRIBUTION

COURIER FORM - PLEASE EMAIL TO YOUR ACCOUNT MANAGER

In order to improve our service and our systems, and considering the number of courier companies arriving with different instructions at our collections department daily, we now require the following form to be filled in before we are able to release any goods. Should you be sending a courier to collect, please fill in all the details below so that we can prevent mistakes from arising. We ask that you do not send your courier to collect orders before confirming that they are ready for collection or prior to making payment in full.

Thanking you for your time and assuring you of our best interests.

Blue Lemon Management

Courier Company:

Courier Telephone: _____

Date to collect: _____

Time to collect: _____

<u>Sender</u>		<u>Recipient</u>	
Company:	_____	Company:	_____
Contact Person:	_____	Contact Person:	_____
Address:	_____	Address:	_____
Contact No:	_____	Contact No:	_____

Items to collect: _____

Invoice Number/s: _____

Insurance:

Yes
No

If yes, value of Goods _____
Waybill # (for Blue Lemon use) _____

R

Service:

Same Day

Overnight

Economy

Other

Special Instructions: _____

Date	Name	Signature

