



## How to complete a Sure-Reach consignment note:

Account No.:		Ref.:		  <b>03-127107</b>		3127107	
1. Name & Address of Shipper (include Postcode & Phone No.)							
SHIPPER	This is a 6-ply document. Please ensure imprint on all copies are clear and legible.			4. Services <input type="checkbox"/> Same Day Delivery <input type="checkbox"/> Malaysia <input type="checkbox"/> Return D.O. <input type="checkbox"/> Standard Courier <input type="checkbox"/> International <input type="checkbox"/> Reverse Charge		8. Receiver's Acknowledgement Checked and received in good order and condition.  Name: _____ Date: _____ IC/Stamp: _____	
	2. Name, Address & Tel No. of Receiver				5. Shipment Information <input type="checkbox"/> Pieces <input type="checkbox"/> Documents <input type="checkbox"/> Parcels		
	<input type="checkbox"/> House <input type="checkbox"/> Office <input type="checkbox"/> Own Collection				Item: _____		
	Postcode: (Mandatory) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Tel: _____				Measurement _____(H) _____(L) _____(W)    Volumetric Weight _____(kg) Actual Wgt. (Kg) _____    Seal: _____		
	3. Sender's Authorisation and Signature				6. Additional Remarks		
I/We agree that your company standard terms apply to this shipment and limit your company's liability. I/We understand Company does not transport cash, jewelry or dangerous goods. (See overleaf) Signature _____    Date _____				7. Picked Up Information Date: _____			
				9. Settlement (RM) Courier Charges: _____ Additional Charges: _____ Total Charges: _____			
				10. Delivered Information Date: _____			

### Instructions / Guide:

Account No. - If you have a customer account with Sure-Reach, please fill in your account number. (Pre-printed by Sure-Reach)

Ref. - Please give us any internal reference code.

1. Print your name, address, postal code, and phone number.
2. Print the receiver's name, address, postal code and phone number.
3. Sender's Authorisation and Signature with date.
4. Indicate services required.
5. Indicate nature of shipment.  
 Item - Indicate number of item.  
 Measurement - Dimensions (Height x Length x Width)  
 Volumetric Weight - Weight in Kilograms (Result of calculation for Dimensions / 6000)  
 Actual weight - Weight in Kilograms  
 Seal - Indicate if there is a Seal
6. Additional Remarks - if there is any other additional information provide
7. Completed by Sure-Reach at the time of pick up.
8. Receiver's Acknowledgement - Receiver to complete Receiver's name, date receive and NRIC/company stamp.
9. Settlement (RM) - Completed by Sure-Reach
10. Delivered Information - Completed by Sure-Reach at the point of Delivery