

completing a consignment note

National

Whether you're sending a parcel in the UK or overseas you'll need to complete specific information on a consignment note. You can do this either by using our electronic solutions via **www.tnt.co.uk** or call us on freefone **0800 100 600** for a supply of consignment notes that you can complete manually. These examples show you the details you will need to complete.

To arrange a collection book on line at **www.tnt.co.uk** or call free on 0800 100 600

TNT

WHITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.

Express DIV 010
TNT UK Limited

1. Sender's Account Number 1

2. Customer Reference (Information for track and trace or invoice purposes) 3

3. From (Collection Address) 3
Name: _____
Address: _____ 2
City: _____ Postcode: _____
Country: _____
Contact Name: _____ Tel No: _____

4. To (Receiver) 4
Name: _____
Address: _____
City: _____ Postcode: _____
Country: _____
Contact Name: _____ Tel No: _____

5. Dangerous Goods (Cross correct box)
Does this consignment contain dangerous goods? No Yes UN No. 8

IMPORTANT: ALL CONSIGNMENTS ARE CARRIED SUBJECT TO TNT EXPRESS SERVICES TERMS AND CONDITIONS OF CARRIAGE.

Your Signature 10 Received by TNT (to be completed by TNT) 11
Date: ____/____/____ (Day/Month/Year) Date: ____/____/____ Time: ____:____

CONSIGNMENT NUMBER
763602332
Please quote this Number if you have an enquiry.

6a. Services (Cross one box only to select a Service) 5
9:00 Express
10:00 Express
12:00 Express
Express

6b. Options (Cross boxes) 6
Saturday Delivery
Saturday Pickup
Enhanced Liability
Tick box if Enhanced Liability cover is required. IMPORTANT: See contract. 7

7. Special Delivery Instructions (Reserved for your instructions (if required))

8. Goods Descriptions
Please see full details on commercial invoice

General description	Number of items	Weight		Dimensions (cm)		
		Kilos	Grams	Length (cm)	Width (cm)	Height (cm)
9		Kilos	Grams	Centimetres	Centimetres	Centimetres
		Kilos	Grams	Centimetres	Centimetres	Centimetres
		Kilos	Grams	Centimetres	Centimetres	Centimetres
		Kilos	Grams	Centimetres	Centimetres	Centimetres
Stat. No.	Total	Kilos	Grams	Centimetres when in metric measurement. Please refer to our brochure or call Customer Service.		

TNT Pricing Copy

- 1 Please write the TNT account number of the sender in this box.
- 2 Please enter your full name, address, postal code, phone number and contact name.
- 3 Write in the "Customer Reference" box information you would like to appear on the invoice – this will also facilitate tracking.
- 4 Enter the receiver's name, address, postal code and phone number (P.O. Box numbers not accepted in this section).
- 5 Tick one box to indicate the service level you require. If uncompleted, standard Express service will be provided.
- 6 Tick here to indicate use of Saturday service available only within the UK.
- 7 **IMPORTANT:** Tick box if enhanced liability cover is required.

To arrange a collection and for all other enquiries please visit **www.tnt.co.uk** or freefone **0800 100 600**

