Booking in job via a spreadsheet

Column Heading	Required information
Collection Date *(required)*	Date of collection.
Items *(required)*	How many items per consignment.
Weight *(required)*	How much each consignment weighs.
PO Number *(required)*	Purchase order number for booking.
Job Reference Number *(optional)*	A unique job number will be generated if you don't enter your own. If you do, please use a unique 7 digit numeric job number for each consignment.
Delivery Contact Name *(required)*	The name of the consignee.
Delivery Company Name *(required)*	The name of the company. If there is no company name please can use the contact name.
Delivery Address Line 1 *(required)*	First line of address.
Delivery Address Line 2 *(optional)*	Second line of address.
Delivery City *(required)*	Town/City of delivery.
Delivery County *(optional)*	County of delivery.
Delivery Postcode *(required)*	Delivery postcode.
Delivery Country *(optional)*	Country of delivery.
Delivery Phone *(optional)*	Consignees telephone number.
Delivery Email *(optional)*	Consignees email address.
Special Instructions/Delivery Instructions *(optional)*	Any special or delivery instructions for the delivery.
Booked By *(required)*	Name of person booking the delivery.

Once completed, please email to your local office.

By submitting your completed spreadsheet to your local office you are agreeing to our terms and conditions.