

**Property services**
**Courier Pickup Information**

Pickup Information – All fields required

Name of company/organisation/institution & OR person:	
Pick-up address:	
Pick-up date:	
Pick-up time:	
Telephone number at pick-up address:	
Email address where con-notes can be sent, printed out & attached to packages:	
Collection details for easy pick-up eg: reception or front door:	
Number of items:	
Type of all items (e.g.: envelope, satchel, carton, pallet, box):	
Weight & Dimensions of each individual package *** see example below: 1. 10kg 5cm x 10cm x 10cm 2. 25.4kg 10cm x 75cm x 10cm	
Contents of consignment, brief description:	
Value of items: *International shipments must have this field and <b>customs declaration</b> completed.	
Dangerous goods (Y/N): If yes, a <b>dangerous goods form</b> must be completed.	
Delivery instructions (e.g.: private & confidential, handle with care):	
Required service (road or overnight):	

**Receivers Information**

Receiver full address - street address only:	
Receivers full name:	
Receivers contact telephone number/s:	
Receivers contact email required for tracking advice:	

Once completed please submit to SCU Mailroom by clicking on the submit button below