



CLEAN ROOM GARMENTS

"Leaders in contamination and infection control solutions"

Sydney - 118 Glendenning Road, Glendenning NSW 2761 Ph: (02) 9851 4600 Fax: (02) 9625 0408

Melbourne - Unit 1/35 Lakewood Boulevard, Carrum Downs VIC 3201 Ph: (03) 8773 4900 Fax: (03) 9775 0389

www.cleanroom.com.au

Dear Customer,

Booking a Courier to Deliver Garments Back to CRG for Processing

Please Phone Star track Express to arrange your booking. Ph: 13 23 45

When Booking a Pick up

The operator will ask you for your **phone number, contact name and address details.**

Other information you will require:

Charge to Account:	Clean Room Garments
Account Number:	10127877
Consignment note number:	Can be found on top right hand corner of con note
Where are the items going to:	Clean Room Garments
Destination:	Carrum Downs VIC 3201
Address if required:	Unit 1 / 35 Lakewood Boulevard Carrum Downs Vic 3201
Service:	Road Express
Number of items:	
Total weight:	Each tub will weigh approx 10kg
Dimensions of item:	Each tub is 650 x 420 x 400
Dangerous goods:	No

When Completing a Consignment Note

Your consignment note provided has been largely pre completed for your convenience. There are a handful of fields that will need to be completed by you.

Please note, each consignment note can accommodate up to 8 items. If more than 8 items, you will need to fill out an additional consignment note.

1. Your name and address details in top left corner. It is important to complete this correctly and in full so as CRG can identify who the sender of the consignment is.
2. Number of items.
3. Cubic metres. This is very important. If sending tubs, simply multiply the number of tubs by 0.109 and enter the amount calculated. I.e. if 3 tubs, 3×0.109 is 0.327, and this is what should be entered in the 'cubic metres' field.
4. Whole kilos. Most tubs will weigh approx 10kg, so again multiply number of items by 10kg for total.
5. Cross 'No' for Dangerous goods
6. Sign and date consignment note.

Please do not hesitate to contact me should you have any problems with pickups or delivery.

Thanks and Regards

Rachael Brown

02 9851 4600