

# URGENT COLLECTION REQUEST

IN TIME WORLDWIDE EXPRESS LTD

From: IN TIME WORLDWIDE EXPRESS LTD, LHR

To: GUEST EXPRESS TRANSPORT, LHR

Request Date: 30/09/2020

46 6493

PLEASE ARRANGE COLLECTION ON OUR BEHALF AS PER THE BELOW DETAILS



300920003370029

HAWB / Billing Ref: SD015528

Customer Ref:

Collection Address: GAILARDE LTD  
UNIT 2 ELSTREE DISTRIBUTION PA  
ELSTREE WAY

WDB 124

BOREHAMWOOD  
WD6 1RU UNITED KINGDOM

Contact Name: SCOTTY / MATT

Contact Phone:

Contact E-Mail:

Pick-up Date/Time: 30/09/2020 17:12

Delivery Address: S & S DISTRIBUTION LTD  
400 VALE ROAD

TONBRIDGE  
TN9 1SW UNITED KINGDOM

Delivery Deadline: 01/09/2020 17:00

Contact Name: ANNE-MARIE

Contact Phone: 01732358800

Contact E-Mail:

Approx. Pcs / Wgt: 26 / 1.00 KG

Goods / Description: GENERAL CARGO  
GBP 1.00

Special Instructions:

## Internal Office Use Only

Customer A/C: TOP001

Agent Track:

Quote Ref: 0000000000

Routing Code: LON

## Status Update Record:

Tick to indicate appropriate status update entered on system...

For exceptions keep notes on back of file and mark here: ☐

Request Confirmed: ☐

Pick-Up Confirmed: ☐

Received at Agent: ☐

Pcs/Wgt/Dims Advised: ☐

Note actual details here:

Agent Alert Received: ☐

Goods Received: ☐

Customer Advised: ☐

Customer Received: ☐

POD on System: ☐

File Charged: ☐

## Delivery / Returns Signature:

Received in good order by:

Sign:

Print:

Date:

Time: 11:00

Sign Off:

File must be signed off as complete by ops/cs...