

date

Dear Valued Customer

#### Commonwealth Games collections and trading hours

We're very much looking forward to the excitement of the Commonwealth Games when they hit the Gold Coast from 4 to 15 April 2018. We also understand there may be road closures and restrictions that will affect your business and our access to you in the week leading up to and also following the Games.

I want to assure you that we have robust plans in place to minimise the disruption to our operation as a result of road closures and increased traffic for the games.

Depending on your location, collection times may be brought forward by up to 2 hours, which will ensure we get to you before COB and get your freight back to our local facility in time for the line haul truck or aircraft departure.

Please be aware that some streets will be completely closed. Business and residents have been notified of this already by the Games 'Get Set Gold' team.

To help us support you and your business during the Games period, **please fill out the attached form** and either hand it to our driver next time they visit or email us at:

[qldpudbundall@auspost.com.au](mailto:qldpudbundall@auspost.com.au)

If you have any questions, feel free to get in touch.

Yours sincerely,

**Michelle Doyle**  
Gold Coast Pickup & Delivery Manager

Direct telephone: 00 0000 0000  
Direct fax: 00 0000 0000  
Email: [employee.name@auspost.com.au](mailto:employee.name@auspost.com.au)

## Your collection requirements

Company name: \_\_\_\_\_

Street address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Please advise which days your business is closed and/or days that you do not require delivery/ collection.

Date	Open for business (Y/N)	Pick up required (Y/N)
Wednesday 28 March		
Thursday 29 March		
Friday 30 March		
Monday 2 April		
Tuesday 3 April		
Wednesday 4 April		
Thursday 5 April		
Friday 6 April		
Monday 9 April		
Tuesday 10 April		
Wednesday 11 April		
Thursday 12 April		
Friday 13 April		
Monday 16 April		
Tuesday 17 April		
Wednesday 18 April		

## Have you considered?

- Moving to a temporary am collection time? \_\_\_\_\_
- Reducing the frequency of your current collections? \_\_\_\_\_
- Lodging temporarily with your local PO? \_\_\_\_\_
- Pre-ordering local supplies (labels, bags, flutes, trays, consignment notes, express satchels etc)? \_\_\_\_\_

To further discuss any of the above options, please feel free to contact us via:

Phone: 0755 836098

[gldpudbundall@auspost.com.au](mailto:gldpudbundall@auspost.com.au)