DECIMAL CONVERSION PLANT CIRCULAR No. 14

Date: 13th March, 1967.

Subject: Form BDC 534 - Carrier Route List

1.0. The attached form has been designed to record the machine movements carried out by the New Zealand Express Co. Ltd. during the pre and post conversion programme.

2.0. The form is to be prepared in triplicate and the original disposition of the three copies are as follows:-

3.0. Procedure

3.1. Once the "run" is decided the set of three sheets is typed or written.

3.2. The white and green copies are given to the Storeman/ Shipping Clerk in advance so that the load is ready when the vehicle calls. The yellow copy remains with the Co-Ordinator on file.

3.3. The driver takes the white copy plus the appropriate copies of the Master Set (BDC 528). The commencing mileage is checked by the Co-Ordinator or Plant Manager with the driver and noted on both copies. The green copy is held by the Storeman/Shipping Clerk.

3.4. When a vehicle loads or returns, the load is checked into or out of the plant by the Storeman/Shipping Clerk initialling the "checked into/out of plant" column on the green copy.

3.4.1. Machines should always be checked into or out of the plant in the presence of the driver.

3.5. On the return of a vehicle the finishing mileage must be noted on the white and green copies.

3.6. The driver completes his white copy. He fills out his day's time on this (which could include some idle time for which he must be paid). It is essential the hours worked column shows the total hours he worked, or if he has two loads in a day, the total of the hours on both sheets equal the full time he is on the job. Also he must show if a camp out was required on the trip and any other expenses involved. At this point we do not see where any expenses should be listed as these will be met by the N.Z. Express Co. Ltd., and are included in their contract price.

3.6 cont.. If toll calls to the plant are involved these can be placed collect.

3.6.1. The driver then signs the white and green copies and these are sent by the Storeman/Shipping Clerk to the Co-Ordinator. Please ensure that any discrepancies between the white and green copies are noted on the green copy (e.g. machine not picked up).

3.7. The Co-Ordinator arranges for all the information put on the white copy by the driver (hours worked, mileage, on yellow copy etc.) to be transcribed onto the yellow and green copies and then has the driver sign the yellow copy. The Plant Manager must also sign all copies.

3.8. The forms are then finally disposed of as follows:-

ORIGINAL-WHITE to the local N.Z. Express Co. Ltd. Manager for their records. This copy will be used to bill us at Head Office, weekly, for their services and also so the N.Z. Express Co. Ltd., can make up its own payroll for the transport crews.

DUPLICATE-YELLOW to be sent to Head Office each Monday morning.

TRIPLICATE-GREEN to be retained in plant as plant copy.

4.0. It is suggested that a list be made from each Route List of those Series F and P600 accounting machines being returned so the Field Installation Officer is aware of the machines being delivered or which he should call for .

5.0. Would you commence the Route List numbers as follows:-

Auckland Plant	-	1000 up
Wellington "	-	2000 up
Christchurch "	-	3000 up

Only one Route List number is to be allocated to each load.

6.0. The above is a summary of the use of this form which is to be used immediately. Supplies of this form have already been forwarded.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

REGISTERED

J.B. WESTRAY ★ INSURANCE BROKERS ★

AND COMPANY (NEW ZEALAND) LIMITED

HEAD OFFICE: WELLINGTON
PRINCIPALS:
GRAY DAWES, WESTRAY & CO. LTD.
14 FENCHURCH AVE., LONDON E.C.3.

MARITIME BUILDING,
2-10 CUSTOMHOUSE QUAY,
WELLINGTON, C.1.

Cables and Telegrams: "INSURERS"

WHEN CALLING OR TELEPHONING
PLEASE ASK FOR.....

P.O. Box 559 Phone 44-554 (3 lines)

28th February 1967

Messrs. Burroughs Ltd.,
Cnr. Jervois Quay,
WELLINGTON.

Insurance

Dear Sir,

Armoured Transport-Mayne Nickless Limited
Cash in Transit Insurance
Certificate No.

At the request of Armoured Transport-Mayne Nickless Limited, we have pleasure in forwarding our official Certificate of Insurance.

Should there be any points in connection with this Insurance on which you may require further information we will be only too pleased to answer your questions.

Yours faithfully,
J.B. WESTRAY AND COMPANY (NEW ZEALAND) LIMITED

M.J. BLACK,
BRANCH MANAGER

REGISTERED

J. B. WESTRAY INSURANCE BROKERS

AND COMPANY (NEW ZEALAND) LIMITED

HEAD OFFICE : MARITIME BUILDING,
2-10 CUSTOMHOUSE QUAY, WELLINGTON

PRINCIPALS :
GRAY DAWES, WESTRAY & CO. LTD.,
14 FENCHURCH AVE., LONDON, E.C.3.

TELEGRAPHIC ADDRESS
"INSURERS," WELLINGTON

Our Offices are situated at:

Auckland	P.O. Box	1865
Wellington	,, ,,	559
Christchurch	,,	395
Dunedin	,, ,,	863
Wanganui	,, ,,	220
Invercargill	,, ,,	422
Napier	,, ,,	15

CASH IN TRANSIT INSURANCE

With

LLOYD'S

CERTIFICATE

ARMOURED TRANSPORT—MAYNE NICKLESS LIMITED

Cash Carrying Service

DATE . 28th. February 1967 № 1183

CUSTOMER'S NAME BURROUGHS LIMITED

ADDRESS CNR. JERVOIS QUAY, WELLINGTON.

THIS IS TO CERTIFY that Underwriters at Lloyd's, London, under Open Cover held by J. B. WESTRAY AND COMPANY (NEW ZEALAND) LIMITED will, subject to the terms, exclusions and conditions contained herein or endorsed hereon, indemnify the Customer as hereunder :—

ON CASH and/or NOTES drawn from the Bank for wages, and salaries from the time of delivery by **Armoured Transport—Mayne Nickless Limited** to the Customer at any of the Customer's premises and/or other places of disbursement and whilst there and including further transit during recarry whether by Armoured Transport—Mayne Nickless Limited or the Customer until paid to the employees or otherwise disbursed, against Loss from any cause whatsoever. The Insurance, in the case of money collected for deposit, covers such money from the time of collection by Armoured Transport—Mayne Nickless Limited until deposited at the Customer's Bank or otherwise disbursed in accordance with the Customer's instructions.

No claim shall attach to this Insurance in respect of :—

(1) Any Loss occasioned by dishonesty on the part of any of the Customer's employees (other than messengers or employees acting as messengers, in the course of their journeys) unless such loss is reported to the Customer within 72 hours of its occurrence ;
(2) Any Loss or Damage which at the time of the happening of such Loss or Damage is insured by or would, but for the existence of this Insurance, be insured by any other existing Policy except in respect of any excess beyond the amount which would have been payable under such other Policy or Policies had this Insurance not been effected ;
(3) Any Loss occurring when the premises are closed unless the cash or notes are in a locked safe or strong room.

Notwithstanding anything to the contrary contained herein, this Insurance does not cover Loss or Damage directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power, or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority.

The Open Cover arranged for Armoured Transport—Mayne Nickless Limited provides that the limit of Underwriters' Liability is £400,000 in respect of any one loss or series of losses arising from the one event.

The Insurance only covers money carried by Armoured Transport—Mayne Nickless Limited Cash Carrying Service, and remains permanently in force in relation to all money so carried for the Customer named above.

CONDITIONS.

1. This Insurance may be cancelled at any time at the request of the Customer in writing to the Broker who effected the Insurance. This Insurance may also be cancelled by or on behalf of Underwriters by ten days' notice given in writing to the Customer at his last known address. Notice shall be deemed to be duly received in the course of post if sent by pre-paid letter post properly addressed.

2. In the event of Loss, immediate advice should be given to the nearest office of J. B. WESTRAY AND COMPANY (NEW ZEALAND) LIMITED.

3. The Customer in case of Loss shall as a condition precedent to his right to be indemnified in respect thereof, give to the Underwriters such information and evidence as to the property lost, the circumstances of the Loss, and the person, if any, suspected of the theft or robbery as the Underwriters may reasonably require and as may be in the Customer's power to give.

4. No liability shall attach to Underwriters in respect of any Loss which has not been notified to them within fourteen days after the Loss shall have come to the knowledge of the Customer.

5. If the Customer shall make any claim knowing the same to be false or fraudulent as regards amount or otherwise, this Insurance shall become void, and all claim thereunder shall be forfeited.

NEW ZEALAND JURISDICTION CLAUSE.

In relation to all claims arising under this Insurance the Underwriters submit to the jurisdiction of all New Zealand Courts. They agree that service of legal process and of any notifications required under this Policy upon J. B. WESTRAY & COMPANY (NEW ZEALAND) LIMITED, WELLINGTON, shall be good and sufficient service and shall be equivalent to personal service upon them and each of them. They further agree that they will all abide and be bound by the ultimate decision in any action brought against any of them in relation to such matters as aforesaid.

For J. B. WESTRAY AND COMPANY (NEW ZEALAND) LIMITED.

As Brokers

ORIGINATING OFFICE :
ARMOURED TRANSPORT—MAYNE NICKLESS LTD.
P.O. BOX 38-251, PETONE.

All claims hereunder are payable in New Zealand Currency.

This Certificate is issued under authority from Underwriters at Lloyd's, London, who undertake all liability hereunder.

The Deposit required by law to be made as Security for the Contract of Insurance named in this document has been made with the Public Trustee, Wellington, New Zealand.

BURROUGHS LIMITED – DECIMAL CONVERSION PROGRAMME

ROUTE LIST

OR
DUPL
TRIPL

DRIVER								ROUT LIST No.
OFFSIDER		VEHICLE NUMBER				PAGE		DATE
								OF
NAME AND FULL ADDRESS			LOAN MACHINE		CUSTOMER'S MACHINE		CHECKED INTO/OUT OF PLANT BY:	RE
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DATE	COMMENCING TIME	FINISHING TIME	HOURS WORKED	ORD.	T½	D.T.	CAMP OUT YES or NO	OTHER EXPENSES - DI

COMMENCING MILEAGE (at Plant)	FINISHING MILEAGE (at Plant)	MILES RUN

DRIVER'S SIGNATURE	PLANT MANAGER'S SIGNATURE		

GHS LIMITED – DECIMAL CONVERSION PROGRAMME

ORIGINAL - WHITE
DUPLICATE - YELLOW
TRIPLICATE - GREEN

ROUTE LIST

ROUTE LIST No.	
DATE	
OF	

VEHICLE NUMBER				PAGE		
	LOAN MACHINE		CUSTOMER'S MACHINE		CHECKED INTO/OUT OF PLANT BY:	REMARKS
	STYLE	SERIAL No.	STYLE	SERIAL No.		
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	COMMENCING TIME	FINISHING TIME	HOURS WORKED	ORD.	T½	D.T.	CAMP OUT YES or NO	OTHER EXPENSES - DETAIL

G lant)	FINISHING MILEAGE (at Plant)	MILES RUN

DRIVER'S SIGNATURE	PLANT MANAGER'S SIGNATURE		

UGHS LIMITED – DECIMAL CONVERSION PROGRAMME

ROUTE LIST

ORIGINAL - WHITE
DUPLICATE - YELLOW
TRIPLICATE - GREEN

ROUTE LIST No.	
DATE	
OF	

	VEHICLE NUMBER				PAGE		
		LOAN MACHINE		CUSTOMER'S MACHINE		CHECKED INTO/OUT OF PLANT BY:	REMARKS
		STYLE	SERIAL No.	STYLE	SERIAL No.		
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UGHS LIMITED – DECIMAL CONVERSION PROGRAMME

ROUTE LIST

ORIGINAL - WHITE
DUPLICATE - YELLOW
TRIPLICATE - GREEN

ROUTE LIST No.	
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OF	

	VEHICLE NUMBER				PAGE		
		LOAN MACHINE		CUSTOMER'S MACHINE		CHECKED INTO/OUT OF PLANT BY:	REMARKS
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UGHS LIMITED – DECIMAL CONVERSION PROGRAMME

ROUTE LIST

ORIGINAL - WHITE
DUPLICATE - YELLOW
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