



# Courier Pick up Request Form

Environmental and Fundraising Solutions

If you need to arrange a box or Jiffy Bag pick up, please complete the details below and email it to [pickups@arp.net.au](mailto:pickups@arp.net.au) or fax it to Aussie Recycling Program on (03) 9532 0274. Upon receipt we will arrange a free collection.

Thank you very much for participating in the Aussie Recycling Program and recycling your mobile phones. You are helping preserve our environment for a better tomorrow.

Please confirm your preferred Charity

### Shipper details

Today's date:   
Day Month Year

Organisation/ Shipper Name

Address

State  Postcode

Contact Name  Email

Tel. No.  Fax No.

### Collection details

Pick up address  Same as above  Other

Pick up point  Reception  Other

Contact name at Pick up

When will Pick up be available

Number of cartons to collect

Number of mobiles to collect

Average weight & dimensions of all boxes L  W  H  Weight

Special Pick up instructions (If any)

Do you need a Shipping Label  Yes  No

Do you need a consignment note  Yes  No

#### Note:

1. Courier Pick ups are available only when shipping 10 phones or more within the Melbourne Metropolitan area and 16 phones or more in Victoria and other states in Australia.
2. An ARP Shipping Label and Return Address Label is required for each box or Jiffy Bag being sent. Please include box numbers on the ARP Return Address label. Please number the boxes for example as follows 1 of 3, 2 of 3, 3 of 3.
3. If shipping more than 1 parcel or Jiffy Bag, please attach consignment note on parcel No. 1.
4. Please fill out the consignment clearly identifying the number of boxes or ARP Jiffy Bags being shipped, to ensure all items get sent to the correct destination.
5. All shipment pick ups will be scheduled between 9.00am - 5.00pm Monday through to Friday.

SIGNED .....

DATE .....