

Booking Request Form

Required for all deliveries

Booking Reference Number* _____

Must be quoted at delivery*

Supplier Information (please complete all sections):		Delivery To: The Consortium Clemenger , 1 Basalt Road, Pemulwuy NSW 2145			
Supplier Company Name:		TCC client you are delivering for:			
Supplier Contact Name:		TCC client purchase order number:			
Supplier Phone Number:					
Supplier Address:					
Preferred Delivery Date:		Preferred Delivery Window	<input type="checkbox"/> AM <input type="checkbox"/> PM	Delivery Method	<input type="checkbox"/> Truck <input type="checkbox"/> Container*

Details of pre-delivery: Attached Listed Below

Product Information						Receiving Information			
New products will be setup by this information unless a detailed product setup form is provided prior to the PDA						How are the goods being delivered?			
Stock Type <i>Replenishment (R) or New Item (N)</i>	Product Code <i>Client or TCC Product Code</i>	Product Description <i>Client or TCC product description</i>	Unit of Issue (UOI) <i>each, bundle, or carton etc</i>	UOI description <i>i.e. 25/CTN, 5/BDL or Each</i>	Pallet Type <i>CHEP / Loscam / Standard⁴</i>	Total quantity of Unit of Issue to be received	Total Cartons being delivered	Pallets for this delivery	Total Pallets for this order

Special Instructions:	
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Please email to: logsupport@consortiumclemenger.com.au to obtain your Booking Reference Number and delivery window

The Consortium Clemenger Receiving Guidelines

1. A Booking Reference Number is required for all deliveries to The Consortium Clemenger
2. Each inwards delivery must be accompanied by a manifest / delivery docket which clearly details whom the products belong to, product codes, product descriptions and quantities being delivered
3. All cartons/pallets for delivery must be clearly labeled with
 - Sender / Suppliers Details
 - The TCC Client Name
 - TCC Client's Purchase Order Number
 - Suppliers Product Code
 - TCC Clients Product Code
 - Product Description
 - Total Quantity Ordered
 - Total Quantity Supplied
4. All pallets must be of a reasonable strength and quality to carry the assigned load. Non-Conforming pallets may not be unloaded from the delivery vehicle or the driver will be required to restack onto a suitable pallet at the suppliers cost
5. The Consortium Clemenger's standard pallet dimensions are 1.2m (L) x 1.2m (W) x 1.2m (H)
6. The Consortium Clemenger will only accept an authorized Pallet Transfer Advice (PTA). No pallets will be exchanged with delivery drivers on delivery
7. All goods are accepted Subject to Check / Inspection
8. **All delivery drivers MUST wear steel cap boots and high visibility vest / shirt.** Drivers not complying will not be unloaded