

**PHYSICAL ADDRESS:**

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**TELEPHONE:**

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A THRIVING WORLD OF BRANDING EXCELLENCE  
 AFRICA'S PREMIER UNIFORMS MANUFACTURER  
 HIGH VOLUME T-SHIRTS PRINTING & EMBROIDERY

# COURIER FORM

Please email to [dispatch@earthuniforms.co.za](mailto:dispatch@earthuniforms.co.za)

*In order to improve our service and our systems, and considering the number of courier companies arriving with different instructions at our collections department daily, we now require the following form to be filled in before we are able to release any goods. Should you be sending a courier to collect, please fill in all the details below so that we can prevent mistakes from arising. We ask that you do not send your courier to collect orders before confirming that they are ready for collection or prior to making payment in full.*

*Thanking you for your time and assuring you of our best interests.*

*Earth Uniforms Management*

Courier Company: \_\_\_\_\_

Courier Telephone: \_\_\_\_\_

Date to collect: \_\_\_\_\_

Time to collect: \_\_\_\_\_

**SENDER**

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact No: \_\_\_\_\_

**RECIPIENT**

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact No: \_\_\_\_\_

Items to collect: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Invoice Number/s: \_\_\_\_\_

Insurance:	Yes		If yes, value of goods	R
	No		Waybill #( for Eu's use)	

Service:		Same Day		Overnight		Economy		Other
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Special Instructions:


Date	Name	Signature