



Courier, freight and
logistic services
Sydney Metro, Intrastate
and Interstate

Express / Same Day / Overnight - Call 9907 1111

BOOKINGS PROCEDURE

To ensure your goods are picked up and delivered in a timely and efficient manner and allocated to a suitable vehicle, you will find below the required fields when making a booking either via phone / email or online.

Ph: +61 2 9907 1111

Online bookings: www.sunexpress.com.au Email bookings: bookings@sunexpress.com.au

Required fields

- Company name the account is held under
- Any reference numbers or words to be shown on the invoice (example: purchase order numbers)
- Name and phone number of the person making the booking
- Date and Time the goods **are ready** for collection

Goods field

- Quantity
- Category (like carton, skid, pallet...)
- Description
- Weight (kg)
- Dimension (**L x W x H** in meter)
- Dangerous goods details (UN, PG, Class)

Pick up field

- Company name
- Suburb
- Full address
- Email address (for Con-Note only)
- Contact person and number if the driver is to collect from a certain person
- Special pickup instructions
- Dispatch hours

Delivery field

- The company name
- Suburb
- Full address
- Contact person and number if the driver is to deliver to a certain person
- Special delivery instruction
- Receiving hours