

Booking a Shipment with Irish Groupage

This document contains the following information on booking procedures:

- A) How to Book a Collection**
- B) How to Wrap, Label and Size Pallets**
- C) Information on PODs**

A. How to Book a Collection

Telephone: With a dedicated team on hand to take your call this is often the preferred option by our existing customers to make a booking. Lines are open Monday to Friday, between 8.30am and 5.30pm, and our team are eager and happy to answer any questions that you may have. All details will be confirmed by follow-up fax or email.

Fax: Used in conjunction with the above, or for pre-arranged bookings.

Email: Each member of our team has a dedicated booking email address, plus a general address is available to place your orders.

Pre-Booked Collections: If you have a weekly collection, this can be pre-booked. The number of pallets including weights must be advised the day before collection.

B. Your Cargo

The term 'pallet' is used by Irish Groupage to define the following:

A pallet is a standard size 100 x 120 x 150cm. It should not contain any hazardous cargo and the cargo must be securely wrapped and secured to the pallet. All pallets that are to be collected by Irish Groupage are required to be labelled clearly with the delivery address.

C. Proof of Delivery

Proof of delivery is available upon request from Irish Groupage or by prior arrangement. Customer proof of delivery will not be returned as standard practice, however arrangements can be made for special cases.

Irish Groupage operate an electronic P.O.D system.