

# HOW TO COMPLETE AN INTERNATIONAL CONSIGNMENT NOTE



Accurate consignment note completion is critical to TNT meeting customer requirements when delivering their freight. The customer should ensure that the following mandatory fields are correctly completed on the consignment note.

**PLEASE COMPLETE ACCOUNT SECTION AND ALL WHITE SECTIONS**

**1. Sender's Account No.**                     

**2. Receiver's Account No.**                       
Cross Box  and provide receiver's account number

**3. Customer Reference** (Information you would like on the invoice [if required])

**4. Sender (Collection Address)**  
 Name:                      Email:                       
 Address:                       
                      
 City:                      Postal/Zip Code:                       
 State/Province:                      Country:                       
 Contact Name:                      Tel. No.:                     


**5. To (Receiver)**  
 Name:                      Email:                       
 Address:                       
                      
 City:                      Postal/Zip Code:                       
 State/Province:                      Country:                       
 Contact Name:                      Tel. No.:                       
 Mobile:                     

**6. Delivery Address** (If different from receiver's address above)  
 Name:                      Email:                       
 Address:                       
                      
 City:                      Postal/Zip Code:                       
 State/Province:                      Country:                       
 Contact Name:                      Tel. No.:                       
 Mobile:                     

**7. Dangerous Goods** (Cross correct box)  
 Does this shipment contain any dangerous goods?  
 If yes, please call our Customer Service.  
 Yes  No

**5** **Sender's Signature**                      Received by TNT (to be completed by TNT) Please Print  
 Date:   /  /   (Day/Month/Year) Date:   /  /   Time:   :

**INTERNATIONAL**  
**TNT Express**  
 ☎ 131150 www.tnt.com.au  
 A Division of TNT Australia Pty Limited  
 ABN 41 000 495 269

  
**GE 507 603 640 WW**  
Track & Trace, www.tnt.com.au

**8a. Services** (Cross box to select a Service)

	Documents	Non-Documents
<b>6</b> <b>Special Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9:00 Express</b>	<input type="checkbox"/>	N/A
<b>12:00 Express</b>	<input type="checkbox"/>	N/A
<b>Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economy Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Air Cargo</b> (+200 kg DGs, non-Economy destination)	<input type="checkbox"/>	<input type="checkbox"/> D to D <input type="checkbox"/> D to A

Please refer to our brochure for details of available services or call Customer Service. If no service is selected, the Express service will be provided and invoiced.

**8b. Options** (Cross boxes)

**Priority** For Express and Economy Express Provides priority treatment from pick up to delivery.

**Extended Warranty** If Marine Extended Warranty (PEW) is required refer to Condition 14 on the reverse side of this consignment note. Requests for an extended warranty in excess of AUD 10,000 require prior written approval from TNT. The maximum value for which we will extend the warranty is AUD 40,000. Call 13 11 50 for details.

Currency	Value
<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>

**9. Special Delivery Instructions** (Reserved for your instructions [if required])  
                    

**10. Description of Goods** (dutiable please complete section II)

General Descriptions Please put full details on commercial invoice	Number of Pieces	Weight		Dimensions		
		Kilos	Grams	Length	Width	Height
<b>7</b> <span style="border: 1px solid black; padding: 2px;">                    </span>	<b>8</b> <span style="border: 1px solid black; padding: 2px;">          </span>	<b>9</b> <span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>
<span style="border: 1px solid black; padding: 2px;">                    </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>
<b>Stat. No.</b>	<b>Total</b>	Kilos	Grams	VOLUME		
<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>	Kilos	Grams	Consignment subject to volumetric measurement Please refer to our brochure or call Customer Service		

**11. Dutiable Shipment Details** (Complete for dutiable consignments)  
 Receiver's VAT / TVA / BTW / MWST No.  
                    

Currency	Invoice value of dutiables
<span style="border: 1px solid black; padding: 2px;">          </span>	<span style="border: 1px solid black; padding: 2px;">          </span>

**SENDER'S COPY**

TERMS OF PAYMENT  
REFER CONDITION 19 OVERLEAF  
We are not common carriers.

1. Account number of the party to be charged for the freight
2. Full name & address (including postcode) of sender. **No PO Box addresses**
3. Full name & address (including postcode) of receiver. Also include delivery address if different from receiver address. **No PO Box addresses**
4. Dangerous Goods declaration must be made for every consignment. If yes, a separate Shippers Declaration must be provided by the Sender on a company letterhead
5. Sender's signature & date of collection to agree to TNT's terms & conditions
6. Service required is to be indicated by placing a cross in the appropriate box. Different rates apply for each service. If no box is marked, TNT's Express service and rates will be applied. Where the dimensions and weight exceed Express service limitations, the shipment will travel on the Economy Express service
7. Description of goods
8. Number of pieces. This must match the number of pieces available for collection
9. The weight of the item(s) in grams/kilograms
10. The dimensions of the item(s) in centimetres

All the above details must be completed by the Customer before the driver prints their name and adds the date of pick-up. Additionally, all international non-document pick-ups require a customs declaration or commercial invoice to be available, not inside the package.