



Pickup Form

IMS-FRM-019.20
Revision: 1.8
Date: 26th October 2016

Email: customerservice@seaswift.com.au

Booking Number: _____ Date Vessel Notified: _____

Pickup From: _____ Deliver To: _____

Date Requested: _____ Order Number: _____

Sender Name: _____ Receiver Name: _____

Company Name: _____ Company Name: _____

Phone Number: _____ Phone Number: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

Address: _____ Address: _____

Freight Paid By: Account Name: _____ Account #: _____

Quote #: _____ PC #: _____ FA #: _____

Pickup from Ramp Other: _____

Torres Strait Islands Biosecurity Approval Notice Obtained Dept. Agriculture (TI) 4212 0185

Description	QTY	H	W	L	KG	Comments

Consignment Note Number: Pickup Date:

Pickup Details / Special Instructions:

Is staff flying in to meet this freight? (tick box if applicable)

Name: _____ **Contact Phone Number:** _____

Form Instructions

1. When each pick-up form has been completed, they are to be emailed to Sea Swift Customer Service: - customerservice@seaswift.com.au . Customer Service will allocate a pick-up number and advise the customer.
2. Cut off time for Aurukun (wet season only) and Lockhart River is 2.00pm Wednesday prior to pick up. Cut off time for Badu, Boigu, Coconut, Darnley, Dauan, Hammond, Kubin, Mabuiag, Murray, Saibai, St Pauls, Yorke, Yam, and Warraber Islands and remote depots – Horn Island, Thursday Island, Seisia and Weipa is 2.00pm Friday of the week prior to pick up. Vehicle and machinery pick ups from remote depots **must** be booked at least one week prior to travel.
3. Please note the completed forms are to have:
 - a) Order Numbers if required.
 - b) Weight and measurements.
 - c) Noted heavy items.
 - d) Vehicle registrations and if not driveable this must be noted.
 - e) Torres Strait Islands Biosecurity Approval arranged
 - f) Phone Numbers of both parties
 - g) IBC's must have IBC number.
 - h) Containers must have container number
4. Essential services will be given priority. There are no guarantees to be made of a pick-up date unless signed off by an Operations Manager.
5. Pickup and delivery will be from/to the ramp unless prior supplier arrangements have been made.

Please note: A Biosecurity Approval Notice is required for the movement of all freight from and within the Torres Strait. Please visit www.agriculture.gov.au for more information or phone the Department of Agriculture and Water Resources on (07) 4212 0185.