



### Pickup Form

IMS-FRM-019.20  
Revision: 1.9  
Date: 14<sup>th</sup> March 2018

Email: [customerservice@seaswift.com.au](mailto:customerservice@seaswift.com.au)

Fax: 4035 1249

Pickup From: \_\_\_\_\_ Deliver To: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Order Number: \_\_\_\_\_

Sender \_\_\_\_\_ Receiver \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

Freight Paid By: Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_

IFE #: \_\_\_\_\_ PC #: \_\_\_\_\_ FA #: \_\_\_\_\_

Pickup from Ramp  Other: \_\_\_\_\_

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

Number of items			Description of Goods	Weight	Length	Width	Height
Chiller	Freezer	Dry					
			Fully describe goods eg. Pallets of flour, Bundles of timber, cartons of clothing, make and model of vehicle	kg	cm	cm	cm

For vehicle: Driveable

Mechanical issues: \_\_\_\_\_

**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](mailto:customerservice@seaswift.com.au) . Customer Service will preconsign the cargo and forward the eConsignment note and label/s to the customer.
2. Cut off time for Aurukun, Skardon River and Lockhart River is 2.00pm on the 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. Stephen Island is the 2.00pm on the Friday prior to the monthly service. Vehicle and machinery pickups 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. Failure to complete the form in full may lead to delays in processing.
5. Essential services will be given priority. There are no guarantees to be made of a pick-up date.
6. 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](http://www.agriculture.gov.au) for more information or phone the Department of Agriculture and Water Resources on (07) 4212 0185.**