



Pickup Form

IMS-FRM-019.20
Revision: 2.0
Date: 22nd April 2022

Send completed form to customerservice@seaswift.com.au

Date requested

Consignment Number (if applicable)

Information of sender (Person taking freight to ramp)

Information of receiver (Person collecting the freight)

Pick up from (Port)

Deliver to (Port)

Sender name

Receiver Name

Company name
(If applicable)

Company name
(If applicable)

Phone number (of sender)

Phone number (of receiver)

Email (of sender)

Email (of receiver)

Freight to be paid by: (fill in ONE of the below sections)

Account number & name _____ Order number (If applicable) _____

FA number _____ *Please also provide a copy of the FA letter with the goods*

Or tick to request a PC number (Encrypted bank card details registered with Sea Swift)

Customer service will call after the form has been submitted. Please have bank card details ready **Card holders phone number:**

Freight available at Ramp?
(tick for yes)

Other (provide location):

Torres Strait Islands Biosecurity Approval Notice Obtained

To obtain call Dept. Agriculture (TI) 4212 0185

Description of the goods	QTY	L	W	H	KG total	Comments

Pickup Details / Special Instructions:

Are staff flying in to meet this freight? Please provide: **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 is **2.00pm Friday the week prior to pick up** for Aurukun and Lockhart River, 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. 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 drivable 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.