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. For more information, please call 13 11 50 or visit www.tnt.com.au



The checklist for all international consignment notes is:

- 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 company letterhead.
- 5 Sender's signature & date of collection to agree to TNT's terms & conditions.
- 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.
- 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 & freight is under 30kg, our Express service & rate applies. If over 30kg per piece, shipment travels as Economy Express. Multiple piece consignments where no individual piece exceeds 30kgs may total up to 500kg on the Express service.
- 7 Description of goods (eg carton, pallet, envelope).
- 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.

