



# SWIFT GROUP OF COMPANIES

Head Office: Swift House, Hambridge Lane, Newbury, Berks RG14 5TU  
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www.swiftcouriers.com

## UK Mainland Despatch Manifest

COURIER • TECHNICAL • WAREHOUSING

Sender:	DATE
Account No:	

Item	Service	x	Time	x	Full Delivery Address Details (including full post code)				Description	
1	Mail Pack (for Docs Max 1 kg)		By 09:00		Company Name:				No of Items	Weight (kg)
					Address:					
			By 10:30							
	Courier Pack (Files & Small Items Max 5 kg)		By 12:00							
			By EOB		Post Code		Tel No		Senders Ref	
Standard Packages Parcels		Saturday am		Special Instructions:				X For Security		
2	Mail Pack (for Docs Max 1 kg)		By 09:00		Company Name:				No of Items	Weight (kg)
					Address:					
			By 10:30							
	Courier Pack (Files & Small Items Max 5 kg)		By 12:00							
			By EOB		Post Code		Tel No		Senders Ref	
Standard Packages Parcels		Saturday am		Special Instructions:				X For Security		
3	Mail Pack (for Docs Max 1 kg)		By 09:00		Company Name:				No of Items	Weight (kg)
					Address:					
			By 10:30							
	Courier Pack (Files & Small Items Max 5 kg)		By 12:00							
			By EOB		Post Code		Tel No		Senders Ref	
Standard Packages Parcels		Saturday am		Special Instructions:				X For Security		
4	Mail Pack (for Docs Max 1 kg)		By 09:00		Company Name:				No of Items	Weight (kg)
					Address:					
			By 10:30							
	Courier Pack (Files & Small Items Max 5 kg)		By 12:00							
			By EOB		Post Code		Tel No		Senders Ref	
Standard Packages Parcels		Saturday am		Special Instructions:				X For Security		

I ACCEPT Swift (24hr) Courier Services Ltd CONDITION OF CARRIAGE	COLLECTED ON BEHALF OF SWIFT BY:		TOTAL NUMBER OF ITEMS COLLECTED
	PRINT NAME: _____	DRIVER No.: _____ DATE: _____	
SIGNATURE: _____ DATE: _____	SIGNATURE: _____ TIME: _____; _____ hrs		

PLEASE HAND THE ORIGINAL OVER TO THE DRIVER AND TAKE A PHOTO COPY (AFTER IT HAS BEEN SIGNED BY THE DRIVER) FOR YOUR OWN RECORDS. THANK YOU