

## **BOOKING MADE EASY!**

Here at Point to Point, we have made the process of booking jobs quick and easy. On average our bookings take less than 60 seconds to complete from start to finish. Our knowledgeable and experienced staff are always willing to help at any stage of the booking process and are willing to advise you at the time of booking of the most efficient and cost-effective solution in response to your specific requirements.

This guide will take you through every step of our booking process and detail what details you the client will require in order to make a successful booking with Point to Point Couriers. Just try out our online booking guide now for an easier guided experience.

### Ways to Book:

There are 3 ways to book with Point to Point:

- By telephone on our Booking Line - 0208 960 2222
- By email - [admin@p2pcouriers.com](mailto:admin@p2pcouriers.com)
- Online – [www.p2pcouriers.com](http://www.p2pcouriers.com)

### By Telephone:

Our most popular method of booking is by telephone. Many of our clients prefer booking with one of trained booking clerks and get to experience the personal and bespoke service that Point to Point prides itself upon.

This method allows for clients to get clarification of services, vehicles required, costings or set specific requirements that many other carriers are unable to offer. Telephone booking has allowed us to build up long standing and prosperous relationships with many of our clients through a personal interaction and having a greater understanding of specific client requirements.

### By Email:

Email bookings make it easy and quick for clients to request the service required with just the click of a button.

This user guide will run you through booking same day, overnight and international bookings.

## Example Email Booking Template:

[admin@p2pcouriers.com](mailto:admin@p2pcouriers.com)

Account Number: \*\*\*\*\*

Purchase Order: \*\*\*\*\*

Account Managers: Charlotte Baverstock & Ellie Moys

I would like to request a courier to collect a package by Motorcycle or Small Van (delete) from the following address on the **6<sup>TH</sup> November 2017 at 10.00am**

### Address of collection:

Company  
Street  
Town  
Post Code  
Contact

To then deliver to the following address ASAP or Nextday by ??

Company  
Street  
Town  
Post Code  
Contact Details

If you have any further concerns or queries, please do not hesitate to contact myself or any member of the team,


Kind regards,

Name  
Contact Number

## On Line Booking Form:

https://emea.netdespatch.com/mba/7539x0/book/ - Windows Internet Explorer  
 https://emea.netdespatch.com/mba/7539x0/book/

**Defaults** help close

 Order Ref  go Template   
 Job Type  Account   
 Service  Tariff

**Order Details**

Booked By KEVIN GREY Fields marked \* are mandatory  
 Pickup Date \* Ready  Now  or    at   
 Cost Centre   Wait & Return  
 Your Reference   
 Goods Type

**Pickup Details**

NAVIN , HOUSE JOBS, A/A, UNIT 11, MITRE WAY, LONDON, United Kingdom, W10 6AU

**Destination Details**

Address Code    
 Postal Code \*   map  
 Company   
 Address 1 \*   
 Address 2   
 Address 3   
 Town   
 County   
 Country   
 Contact   
 Phone   
 Extension   
 Mobile   
 Fax   
 Email   
 Email Alert

submit reset

Add. book options ? Saving to default address book

**Shipping Information**

Pieces \*  Dimensions (Mtrs) L  x W  x H  
 Weight \*  Kgs Insurance Value

**Other Details**

Pickup Deadline    at   
 Drop Deadline    at   
 Notes

For a personal tuition please call 020 8960 2222 and speak to Ellie or Charlotte.