

 PREMIER HOUSE, 111 CHERTSEY ROAD, BYFLEET, KT14 7AX TEL: 01932 345 345, FAX: 01932 356 356 custcare@wey-group.co.uk, www.wey-group.co.uk		Despatch Date		
		ITEMS	WEIGHT	
Customer Details:		Customer Acc No.	Customer Reference:	
Customer Details:		Delivery Details:		
SENT BY:	TELEPHONE:	FOR THE ATTENTION OF:	CONTACT (PHONE/EMAIL)	
INCREASED LIABILITY COVER (If you request liability cover above our standard, you must email in advance of despatch to custcare@wey-group.co.uk with the full value, nature of goods & reason for despatch, additional cover will only be in place once we have issued a quotation for cost & level of additional cover which you have accepted in writing, email is acceptable)			ILC Agreed Value: £	
DESCRIPTION OF GOODS AND PACKAGING				
DELIVERY INSTRUCTION				
UK Overnight Service Only: If selected service is not available, next best will be applied		Service Parameters, Tick Any Required: Additional charges may apply:		
		<input type="checkbox"/> Saturday <small>(Friday despatch only)</small>	<input type="checkbox"/> Liquid	<input type="checkbox"/> Fragile
		<input type="checkbox"/> Security		<input type="checkbox"/> May be left "safe" without a signature
ALL CONSIGNMENTS ARE SUBJECT TO WEY GROUPS TERMS & CONDITIONS WHICH ARE AVAILABLE AT : https://wey-group.co.uk/customer-care/tc/		<input type="checkbox"/> May be left with neighbour		<input type="checkbox"/> May be left "safe" without a signature



Wey Group Offline Consignment Note/Airwaybill

The editable pdf above should be completed for every consignment that you want to send with our UK Overnight or International Courier services unless you are making your booking online at <https://wey-group.co.uk>, in which case the online portal will produce the required label for you and will also provide Track & Trace and Proof Of Delivery information, to obtain an online user name & password, please email sales@wey-group.co.uk stating your company details and this will be provided.

If you do use the pdf option and you need to know the consignment note number for your shipment, you should email custcare@wey-group.co.uk and the team will forward the details to you.

Please note, there are two different forms, one for UK Overnight and a different one for International Courier, they are clearly named and each has a watermark to differentiate them.

Please make sure you complete all fields, unless you have requested and we have agreed in writing any additional ILC – Increased Liability Cover, your goods will travel with the basic level as outlined in our Terms & Conditions which were attached to the original email we sent you to introduce these forms, they can also be viewed or downloaded at: <https://wey-group.co.uk/customer-care/tc/>

Once you have completed the form, please print out the required number and affix to each item being despatched to the same address, complete a separate form for each destination or addressee, to help us process your shipments when they arrive with us, please email one consignment note for each destination, in this way we can update our systems prior to your consignments arriving at our depots, please email to: custcare@wey-group.co.uk and if you are sending to multiple destinations, you may attach one pdf for each shipment to the same email, you don't need to send an email for each. If you are unable to email a copy, please provide an extra printed copy to the collecting courier.