



How to use our **NEW** Bill of Lading and Shipping Labels

The NEW Sameday Worldwide Domestic Bill of Lading can be used for single or multiple-piece shipments - simply affix one bar code label beside or near the address label on each package in the shipment.

PLEASE PRINT NEATLY ALL INFORMATION IN THE SPACES PROVIDED, IN CAPITAL LETTERS

		1 - 877 - SAME DAY www.sameday.ca		M	A	Y/A	BARCODE WITH HUMAN READABLE		
SHIPPER INFORMATION (FROM) / EXPÉDITEUR				PREPAID PORT PAYÉ	COLLECT PORT DÉBUT	SERVICES *			
SAME DAY ACCOUNT NO./N° DE COMPTE WORLDWIDE		TELEPHONE # / N° DE TÉLÉPHONE		<input type="checkbox"/> 9AM <input type="checkbox"/> AM SERVICE/SERVICE AM <input type="checkbox"/> URGENT LETTER/LETRE URGENTE <input type="checkbox"/> URGENT PAC/EMBALLAGE URGENT <input type="checkbox"/> PM SERVICE/SERVICE PM <input type="checkbox"/> GROUND/TERRESTRE			<input type="checkbox"/> HEATED SERVICE / SERVICE CHAUFFÉ <input type="checkbox"/> APPOINTMENT DELIVERY / LIVRAISON SUR RENDEZ-VOUS <input type="checkbox"/> TAILGATE DELIVERY / LIVRAISON À HAYON HYDRAULIQUE <input type="checkbox"/> 2 MAN DELIVERY / LIVRAISON À DEUX HOMMES <input type="checkbox"/> HOLD FOR PICK-UP / REtenir pour cueillette <input type="checkbox"/> CHEQUE RETURN MUST BE PREARRANGED / RETOUR CHÈQUE (ARRANGEMENT PRÉALABLE OBLIGATOIRE) COD / CR <input type="checkbox"/> \$		
FROM/DE									
SHIPPER / EXPÉDITEUR STREET ADDRESS/ADRESSE									
CITY/VILLE		PROV.	POSTAL CODE / POSTAL						
CONSIGNEE INFORMATION (TO) / DESTINATAIRE				SHIPMENT INFORMATION / RENSEIGNEMENTS SUR L'EXPÉDITION					
SAME DAY ACCOUNT NO./N° DE COMPTE WORLDWIDE		TELEPHONE # / N° DE TÉLÉPHONE		<input type="checkbox"/> DANGEROUS GOODS: MATIERES DANGEREUSES: THIS SHIPMENT CONTAINS DANGEROUS GOODS AS SET OUT IN THE ATTACHED SHIPPER'S DECLARATION. CETTA EXPEDITION CONTIENT DES MATIERES DANGEREUSES SELON LA DECLARATION DE L'EXPÉDITEUR CI-JONTE.			PIECE(S) / PIÈCES	WEIGHT / POIDS	DIMENSIONS
TO/A							<input type="checkbox"/> LB <input type="checkbox"/> KG	<input type="checkbox"/> IN / PO <input type="checkbox"/> CM	L L W W H H
CONSIGNEE/CUSTODIAIRE STREET ADDRESS/ADRESSE									
STREET ADDRESS REQUIRED/PO BOX NOT ACCEPTABLE/ADRESSE COMPLETE REQUISE/N° DE C.P. NON ACCEPTABLE									
CITY/VILLE		PROV.	POSTAL CODE / POSTAL						
METHOD OF PAYMENT / MODE DE PAIEMENT				Description / Comments / Commentaires					
<input type="checkbox"/> CASH IN ADVANCE / PAIEMENT COMPTANT <input type="checkbox"/> THIRD PARTY BILL TO / FACT À UNE TIERCE PARTIE				G					
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NAME OF THIRD PARTY/NOM D'UNE TIERCE PARTIE									
CREDIT CARD / CARTE DE CRÉDIT <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX				K					
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EXPIRY DATE / DÉPÉCHÉE									
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FULL SIGNATURE REQUIRED / SIGNATURE COMPLETE REQUISE				SPOT QUOTE NO. N° DE CONNAISSANCE					
SHIPPER / L'EXPÉDITEUR				DECLARED VALUE / VALEUR DECLARÉE					
O				PICK-UP DRIVER / CHAUFFEUR DE SAME DAY					
PRINT/LETTRES IMPRIMÉES				UNIT NO./N° D'UITE					
P				PICK-UP DATE/DATE DE LA CUEILLETTE					
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A - Date of Shipment: Record the date the shipment is tendered to Sameday Worldwide

B - Service Option: Select the service desired by entering an "X" in the appropriate box (choose only one).

C - Pre-Arranged - accessory charges in addition to service options (Choose all that apply).

D -Dangerous Goods Option - applicable paperwork must be provided.

E - Shipper Information: Enter your Sameday Worldwide account number, your telephone number, company name, street address, city, province and postal code.

F - Consignee Information: Enter the consignee's Sameday Worldwide account information (if applicable), telephone number, company name, street address, city, province and postal code (state, zip code/country). Note: PO Box Numbers are not acceptable as a delivery address.

G - Method of Payment: Indicate desired billing instructions (freight charges only). Full name, address and account number is required for Third Party Billing.

H -Description: Describe the contents of your shipment.

I/J - Total Pcs/Total Wt: Pieces and total weight of shipment.

K - Spot Quote No. If you do not have a tariff and you called in for a Spot Quote (special rate) for this shipment, enter the reference number here. This number must appear in this area in order to be billed the special rate.

L - Declared Value: If additional insurance coverage is desired, enter the requested amount. Value is for insurance purposes only and may not exceed the actual value of the shipment. Please call customer service for values over \$5,000.00.

M/N - Shipper (Signature): A signature is requested to acknowledge that all information is correct. Please sign "M" and print "N" your name.

O - Shipper Reference: Complete this section if you require an additional reference for shipment identification, IE. Your own Bill of Lading Number, Purchase Order Number etc.

How to use the Sameday Worldwide Shipping Labels....

Part 3 - Shipping Labels - Remove After Completing Parts A to O:

R - Main Label: Peel away and affix to the first (or only) piece. For single piece shipments, including Urgent Letter and Urgent Pac.

S - Bar Coded Labels: Peel away and affix to additional pieces in shipment.

Each piece in your shipment must have one bar coded label affixed to it beside the address label. If additional bar coded labels are required, advise your Sameday Worldwide driver.

Tips For Applying Bar Codes:

- Bar Coded Labels must be applied to a Flat Surface.
- Never cut a Bar Code label to make it smaller.
- If a Bar Code Label is ripped, or crinkled, apply a new Bar Code Label.
- Never alter the printed number under a Bar Code.
- Do not write on, or mark a Bar Code.

NOTE:

Books of Bar Coded Labels will be available for customers who prefer to use their own company Bill of Lading.

PLEASE PRINT NEATLY ALL INFORMATION IN THE SPACES PROVIDED, IN CAPITAL LETTERS		Sameday [®]			1 - 877 - SAMEDAY www.sameday.ca			M D/J Y/A			BARCODE WITH HUMAN READABLE		
		WORLDWIDE SHIPPER INFORMATION (FROM) / EXPEDITEUR		PREPAID PORT PAYÉ / COLLECT PORT DEPUIS									
SAME DAY ACCOUNT NO/N° DE COMPTE		TELEPHONE #/ N° DE TÉLÉPHONE											
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