

QUICK REFERENCE GUIDE

HOW TO ENQUIRE RATES

Enquire rates and create shipments

Calculate rate costs based on shipping details provided. Rates will be displayed instantly. The rate displayed is an estimate only and additional fees and surcharges may apply. Team Global Express' standard terms and conditions apply to the delivery of all goods.

RATE ENQUIRY

RATE ENQUIRY

1. SELECT RATE ENQUIRY

Note: You can also access Rate Enquiry from the main menu.

2. SELECT THE CARRIER AND SERVICE

3. SELECT THE DISPATCH DATE

4. SELECT THE ACCOUNT NUMBER

5. SELECT THE ORIGIN SUBURB & POSTCODE AND DESTINATION SUBURB & POST CODE

Note: You can even retrieve an address saved in the Address Book.

6. ENTER ITEM DESCRIPTION, NO. OF ITEMS AND TOTAL WEIGHT

7. SELECTING SAVE TEMPLATE

Will save the entered details as a template (optional).

8. CLICK PRICE NOW TO GET THE RATES

9. AFTER GETTING THE RATES

To turn a rate into a shipment, select CREATE A SHIPMENT button.

