

DX COURIERS Organising Collections

1. Log in to DX Online Services ([Instructions Here](#))

2. Click on **Carriage Forward/Transfer Entry** heading

then click on **Enter a new CF/CT consignment**

3. Fill out form see example below

Customer	93015542	Consignment number	C2295860
Collection date	20/12/2022	Service	Overnight
Premium	<input type="radio"/> None <input checked="" type="radio"/> AM delivery <input type="radio"/> Before 9:30 AM <input type="radio"/> Saturday delivery <input type="radio"/> Saturday before 9:30 AM		

Collect from	Deliver to
Cust. account	<input checked="" type="radio"/> My address (CF) <input type="radio"/> Another address (CT)
Collection name	Delivery name
Postcode	Postcode
Premises/house no	Premises/house no
Address	Address
Contact	Contact
Phone	Phone
<small>Please provide a mobile number if this is a residential collection</small>	
Email Address	
<small>Please provide an email address so that we can confirm the date with the collection point</small>	

Items	Collection reference
Weight	On behalf of
Freight type (for pricing)	Special instructions
Ready time	How packaged
Close time	Description of goods

By completing and submitting this form you are confirming that these goods are ready & available for collection & have been packaged securely for transmission through our system. Should the collection fail due to any of these conditions not being fulfilled, DX reserves the right to charge for the attempted collection. Carriage of goods is at owner's risk.

Fields with blue highlight are compulsory.

4. Click on **Save consignment** at bottom of page

That is your collection booked on now to DX Couriers

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