



# Door-to-Door Service Agreement

3/2 Commissariat Road, Mt. Wellington, Auckland 1060 Tel: +64 9 5712013 Mobile: +64 210 348 572

Consignees name: \_\_\_\_\_

It is vital that you provide information as to how the consignees location should be reached easily. Indicate the closest popular city, other landmarks, if any, and the consignees contact numbers, not only to ensure that the consignee is present at the time of delivery of goods to reach out for help in finding the location.

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Sender name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Total number of packages: \_\_\_\_\_

Gift Pack

T-Chest

QCBM

1/2 CBM

1CBM

Other

I, \_\_\_\_\_ shipper, authorise the agent in Sri Lanka for Transco International (NZ) LTD to clear my cargo and deliver to the consignee of the above address.

I understand that the governments duty and other miscellaneous charges, if incurred while clearing, are not to be included to the fee charged by Transco International NZ LTD, and that will be charged from the consignee at the time of handing over the goods.

**OFFICE USE ONLY**

SHIPPING CHARGES

TRANSPORT CHARGES

BL No \_\_\_\_\_ PE No \_\_\_\_\_

REMARKS

Receipt No \_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Name and Signature of Shipper*

Letter of Authority

Date:

Deputy Director Customs,  
Transco Cargo Bond,  
Hedala, Wattala,

Dear Sir,

Regarding the bill number.....

I ..... holder of NIC / PASSPORT  
number..... Has received ..... package(s) from  
New Zealand under the bill number ..... Since I am unable to present  
at the warehouse to collect my package(s), I would like to authorise Transco International New  
Zealand LTD, door delivery agent Mr. K. S. D. PERERA bearer NIC number 683540170V to  
collect my package(s) on behalf of myself after all custom formalities.

Thanking You,

Yours Faithfully,

.....

Copy of the Consignee's NIC/ Passport attached.

**Please email to copy of the Consignee's NIC/ Passport to [operations@transcointernational.co.nz](mailto:operations@transcointernational.co.nz)**