



# CLIENT DELIVERY

**AGENCY TO FILL OUT Sections 1, 2, 3, 4, and optionally 7 if additional comments are required**

**Wholly Volunteer Run**

**DATE RECEIVED** ..... **PROCESSED BY** .....

**1. AGENCY**

Order No.

Contact Person

Mobile

Email Address

**2. CLIENT**

Name

Mobile

Number of people

Gender M/F


Age (babies BB, child 01, 03 etc)

Aboriginal/TS

Non-Aboriginal/TS

Homeless

Domestic Violence

Other

**3. LIST ITEMS REQUIRED**

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**4. DELIVERY DETAILS**

Address:

House

Unit

Stairs

Additional Information

**5. DELIVERY DATE**

Day/Date:.....Approx. Delivery Time:.....

**6. DELIVERY FEE (to be paid by Agency\*)**

\$75

\$150

\$200

PICK UP from warehouse \$75

Other:.....

**\*NOTE: We look to the Agency for payment. If you require your client to pay, then it is up to you to obtain the fee charged from him/her (up front if necessary), as we do not deal direct with the client.**

**7. ADDITIONAL INFORMATION**

**8. DELIVERY DRIVER COMMENTS**

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**9. ADMIN COMMENTS**

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