

# Organising a Courier Manual

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Book the courier through **InterParcel**:

<https://au.interparcel.com/>

## Login details

- Username: [joel@creatiks.com.au](mailto:joel@creatiks.com.au)
  - Password: Choc3747\*
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## How to order the courier

2. Type in pickup address
3. Type in delivery address
4. If chose you after 12pm it will deliver the next day
5. Pick earliest time before 12pm
6. **Parcel comments** - type in everything that is in the box (turnstile, VMS desktop hardware - surface pro, printer desktop mount, thermal, paper rolls etc)
7. Customer reference - VMS
8. Value of contents - international travel and remote areas \$38
9. Melbourne and Sydney - do not need 'value of contents'
10. Payment - PayPal
11. Download address label - send to sender and they can print off
12. Courier - will not deliver to the sender and they can print off
13. Courier - will not send you an email, leave at the front door
14. Don't chose ATL - this means left without a signature
15. Chose a courier that is well known