

Looking for a  
reliable courier  
company?

You've just  
found one.

Email:  
[info@xpressmessenger.co.uk](mailto:info@xpressmessenger.co.uk)

Visit:  
[www.xpressmessenger.co.uk](http://www.xpressmessenger.co.uk)



**CALL: 0845 519 1141**

# Xpress Messenger

Our customers expect more...

**Xpress Messenger couriers** is a well established business committed to providing dependable courier services to our local business community.

*We excel at urgent time critical collections & deliveries. Our fleet includes professional motorcycle couriers through to 18 tonne lorries.*

**The key features of our same-day services are outlined below.**

## **Proof of delivery**

All of our same-day deliveries are tracked & the proof of delivery (with signature capture) is emailed to our customers upon completion of the job. To help ensure transparency every week, we also send a separate detailed POD report to our customers which provides them with a month-to-date booking history. This report is comprehensive & includes details such as references & costs. Please see page 3 for an example.

## **Proactive Client Alert**

We keep our customers updated on any unavoidable delays incurred during transit so they in turn are able to update their clients.

## **Services available when you need them**

We are there to help you meet your deadlines 24/7.

## **30-minute response time**

We aim to collect all of our dedicated same-day bookings within 30 minutes of receiving your call.



# We excel at time-critical deliveries into London 24 hours a day...

## Same-day Tariffs

Xpress provides two levels of service for deliveries to central London. We run a standard service designed to be reliable and economical which provides a 3 to 4 hour delivery deadline from the time of your booking. For those more time sensitive bookings we also offer a dedicated vehicle service. For a comprehensive price list covering these services please refer to the attached London tariff or call us for further details.

All same-day deliveries made outside of London are charged at a competitive mileage rate. The rate will vary depending on the type of vehicle required.

Waiting time is charged only if our couriers are kept waiting for a time exceeding 15 minutes at either the collection or delivery point. Collections

that are made out of normal working hours (i.e. before 8.30am & after 5.00pm, weekends & public holidays) are subject to an out of hours surcharge.



## Additional Services

### International

Xpress Messenger Couriers utilises the networks of trusted International wholesale courier suppliers for its express distribution of courier material around the globe. We are both flexible & competitive. We offer a next day service to all major cities throughout Europe & the USA as well as a fast & efficient service to the rest of the globe.

### Overnight

We provide a reliable next day delivery service covering the whole of the UK & N.Ireland. With a choice of timed delivery options & easy online booking & label printing, this is a hassle free way to send your next day consignments.

# Proof of Delivery report

ABC LTD (January 2007) Example report.

Tariff	Date	Booked By	Customer Ref	Collect	Deliver	POD Name	Time	Initial Charge	Waiting Time	Waiting Time Charge	Tolls	Wait & Return	Out of Hours	Fuel Chg.	Total Excl VAT	
LWB	08/01/2008	Joe Bloggs	12345	SURBITON	FELTHAM	M SMITH	12:40	£35.00	0	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00	
SV	09/01/2008	Joe Bloggs	6789	SURBITON	LONDON / SW9	M BRAND	12:00	£29.50	0	£0.00	£0.00	£0.00	£0.00	£0.00	£29.50	
Transit	14/01/2008	John Smith	ABC	HAMPTON	SURBITON	A MEAKINS	11:40	£25.00	0	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	
LWB	15/01/2008	John Smith	ABC	SURBITON	FELTHAM	L CROTHRO	16:00	£35.00	0	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00	
SV	21/01/2008	John Smith	12345	SURBITON	HAYES	JENKINS	13:00	£25.00	0	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	
SV	22/01/2008	Wendy Jones	12345	GUILDFORD	SOUTHAMPTON	VOAL	14:08	£78.00	0	£0.00	£0.00	£0.00	£0.00	£0.00	£78.00	
															Total	£227.50

We have been using Xpress Messenger Ltd for all our Sameday and Overnight deliveries for over 5 years.

I find them extremely reliable at all times.

Middlesex based technology company



# Credit application form



Company Name:

Trading as:

Company Status: **Ltd Company / Partnership / Sole Trader**

Trading Address:

Town / County /

Post Code:

Registered Office:   
(If Applicable)

Post Code:

Type Of Business:

Anticipated Monthly Trading:  to

Contact Despatch:   
Tel:  
Fax:  
Email:

Contact Accounts:   
Tel:  
Fax:  
Email:

Accounts Address:   
(If Applicable)

Town / County /

Post Code:

I request a credit account with Xpress Messenger - Guildford LLP, subject to their Terms & Conditions of Trading, a copy of which are in my possession. I believe the details given to be correct.

Name: <input type="text"/>	Signed: <input type="text"/>	Position: <input type="text"/>	Date: <input type="text"/>
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This form should be signed by: If a Ltd Co : - A Company Director or Company Secretary. If a Partnership : - A Partner. If Sole Trader: - The Proprietor

Please note our invoices are produced every two weeks and our payments terms are 21 days from date of invoice. Please return by fax to: 0845 834 0881

All transactions are subject to our Terms & Conditions - copies of which are in your possession. For Full Terms & Conditions please call our office on 0845 519114