

FREIGHT RULES & MANIFESTING INSTRUCTIONS



FREIGHT PICK UP

All pickups must be arranged with the closest depot to your premises by 11am by emailing (preferred) or calling the depot. The depot requires information on volume per destination.

Freight must be presented at the specified collection time

Refer contact details on our website: www.BIGCHILL.co.nz

MANIFEST

Must be emailed (preferred) or faxed to Big Chill as per the below

By:	To:
12.30pm – Inter-Island deliveries	South Island customers: simanifest@bigchill.co.nz
4.00pm – Intra-Island deliveries	North Island customers: nimanifest@bigchill.co.nz
	Fax: 09 273 7164

Two copies **must** be presented to the driver on pickup of the freight. The driver will sign and return one copy.

No freight manifest at pickup = NO PICKUP

Temperatures to be recorded on pickup and noted on BCD manifest.

FREIGHT RULES

Designation	Weight	Cubic	Dimensions	Notes
Carton / Ties	Up to 20kgs	.1m ³		Anything over these guidelines will be charged as 2 cartons (<i>Exception – freight charged on a kg basis</i>)
Half Pallet	Up to 500kgs		1m x 1.2m x 1.2m high	Maximum height 1.2m. Maximum weight 500kgs. Anything over these guidelines will be charged as a full pallet. Freight must not overhang pallets. Product must be securely wrapped on pallet to the pallet.
Pallet / Lift	Up to 1 tonne		1m x 1.2m x 1.8 high	Maximum height 1.8m. Maximum weight 1 tonne. Freight must not overhang pallets. Product must be securely wrapped on pallet to the pallet. Anything over these guidelines will be returned to customer for re-packaging.

PLEASE NOTE: KILO'S ARE CHARGED AT GROSS WEIGHT NOT NETT WEIGHT
BIG CHILL DOES NOT TRANSPORT WHOLE CARCASSES

ACCEPTABLE TEMPERATURE RANGE

	Accept	Accept with Caution	Reject
Chilled	0°C to 5°C	5°C to 6.9°C	7°C +
Frozen	Less than -18°C	-15°C to -18°C	Greater than -15°C
Ice-Cream	Less than -20°C	-18°C to -20°C	Greater than -18°C
Frozen Fish/Shellfish	Less than -18°C		Greater than -18°C

LABELLING

Consignee name & delivery address	Clearly labelled on each carton / pallet. Minimum A5 size on two sides
Frozen / Chilled	Clearly labelled on each carton / pallet. All product treated as chilled unless clearly labelled frozen
Packing slip	To be inside or attached to carton / pallet (not separate)
Count of Pallets / Carton / Ties	All items to have counts (e.g. 1 of 2, 2 of 2 etc.)
Reference Numbers	Must be on all cartons / pallets
Saturday deliveries	Saturday sticker on each carton / pallet. Separate manifest for Saturday deliveries
Distribution Centre	Booking number must be clearly written on every pallet

EXPORT FREIGHT

In addition to the above freight labelling rules, please include:

- Freight to be labelled clearly as Export.
- E Cert number labelled on each carton / pallet.
- Big Chill Export Consignment note to be completed and handed to driver with a manifest.

Your Company Name & Account Code



FREIGHT MANIFEST

Amended Manifest (tick)

4 Tick if amended or resent

ACCOUNT CODE: 1 CUSTOMER NAME: 2

PICK UP ADDRESS: 3 Pick Up Address

Manifesting Instructions:
 Must be emailed (preferred) or faxed to Big Chill's manifesting team & local depot:
 By: 12.30pm for Inter-Island deliveries & 4.00pm for Intra-Island deliveries

To: nimanifest@bigchill.co.nz for North Island customers
 simanifest@bigchill.co.nz for South Island customers
 Fax: 09 273 7164

In addition, please send manifest for *Progressive & Foodstuffs DC Bookings* to: bookings@bigchill.co.nz

All pickups must be arranged with the closest depot to your premises by 11AM preferably by email. Refer contact details on www.bigchill.co.nz

Pickup Date	Delivery Date	Deliver To & Delivery Address <small>Please enter quantities as you want to be charged e.g. 40 CTNS or 1 PLT</small>	Cust Ref	Booking #	CTNS	TIES	HFPLTS Up to 1.2m	PLTS Over 1.2m	WEIGHT KG	Export Y/N	Frozen Chilled	CHEP Count		
5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	11 <input type="text"/>	12 <input type="text"/>	13 <input type="text"/>	14 <input type="text"/>	15 <input type="text"/>	FR / CH	17 <input type="text"/>		
<p>Foodstuffs/Progressive Booking Number</p> <p>Your customer's name and the physical address the goods are being delivered to</p> <p>A reference number (packing slip or invoice number) that can be used for track and trace. Must be unique per consignment daily.</p> <p>Note the number of Cartons, Ties, Half Pallets (max 1.2m high & 500kg) or Pallets (max 1.8m high & 1 tonne) that are being dispatched.</p> <p>For Half Pallets & Pallets, should you need a carton count, put this in brackets under the carton column. Specify the weight per consignment (kilos are charged at gross weight).</p> <p>Please enter quantities as you want to be charged e.g. 1 Pallet (40 CTN) will charge as 1 PLT.</p> <p>Chilled or Frozen</p> <p>Quantity of CHEP pallets only</p>														
Your Dispatcher's signature when the goods are collected		Driver's name, signature and details – Big Chill to complete on collection											FR / CH	
<p>CTN/TIE - up to 20kg and 0.1m3 HFPLT - up to 500kg and max 1.2m high PLT - upto 1 tonne and max 1.8m high KILO's are charged at Gross Weight NOT Nett Weight CHEP Count refers to Chep pallets only</p>														
Driver:	Driver Signature:	Pickup Time:	<p>Terms and Conditions: All forwarded goods as listed above are subject to provision of the Carriage of Goods Act 1979. Unless otherwise stated, goods are carried at "LIMITED CARRIER'S RISK". No liability is accepted for consequential damages upon loss or damages to goods. Goods which are inadequately packaged will only be accepted at the owners risk. All claims must be made in writing within 7 days. FREIGHT IS PAYABLE BY THE SENDER.</p>								Mixed CHEP Pallets:	18 <input type="text"/>		
Cust Signature:	Temp:	Truck No:										CHEP to SWAP / TRANSFER (choose one):		