


How to complete a M Xpress consignment note:

		Account No.: _____		IMPORTANT: Please check shipment carefully. M Xpress assumes NO further responsibility and liability once Recipient acknowledges receipt.		
SENDER	1. NAME, ADDRESS & TEL / HP NO. OF SENDER Ori: _____		4. SERVICES & SHIPMENT INFO (PLEASE TICK) <input type="checkbox"/> Same Day Delivery <input type="checkbox"/> Malaysia <input type="checkbox"/> Reverse Charge <input type="checkbox"/> International No. of Pieces: Doc <input type="checkbox"/> Parcels <input type="checkbox"/> Actual Weight: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> kg _____ (H) _____ (L) _____ (W) Seal Ref. _____		7. ADDITIONAL REMARKS 8. RECEIVER'S ACKNOWLEDGEMENT Confirmed checked. Acknowledged goods are complete, in good order and condition. Agree to accept shipment with no claims. Name: _____ I/C: _____ Date: _____ Stamp: _____	
	2. NAME, ADDRESS & TEL / HP NO. OF RECEIVER <div style="text-align: center; font-size: 2em; color: orange;">NO P.O. BOX</div> Dest: _____		5. DO REFERENCE		9. SETTLEMENT Courier Charges: (Incl.GST) RM <input type="text"/> Received By: _____ Date: _____	
RECEIVER	3. SENDER'S AUTHORIZATION <small>We agree to M Xpress' standard terms of carriage and accept the maximum liability of RM200.00 in the event of loss. We declare this shipment is NOT prohibited by law.</small> Name: _____ Date: _____		6. RECEIVED BY COURIER MXPS 001 Name: _____ Date: _____			

Instructions/ Guide:

Account No. – If you have a customer account with M Xpress, please fill in your account number (pre-printed by M Xpress)

1. Print your name, address, postal code, and phone number
2. Print the receiver's name, address, postal code and phone number
3. Sender's Authorisation and Signature with date
4. Indicate services required and nature of shipment
 - Types of Services – Please state if applicable
 - Item – Indicate number of item
 - Actual Weight – Weight in Kilograms
 - Measurement – Dimension in Centimeters (Height x Length x Width)
 - Volumetric Weight – Weight in Kilograms (Result of Calculation for Dimensions/ 5000)
 - Seal Ref. – Indicate if there is a seal number
5. DO Reference
6. Completed by M Xpress at the time of pick up.
7. Additional Remarks – if there is any other additional information provide
8. Receiver's Received Acknowledgement – Receiver to complete Receiver's name, date receive and NRIC/ company stamp
9. Settlement (RM) – Completed by M Xpress