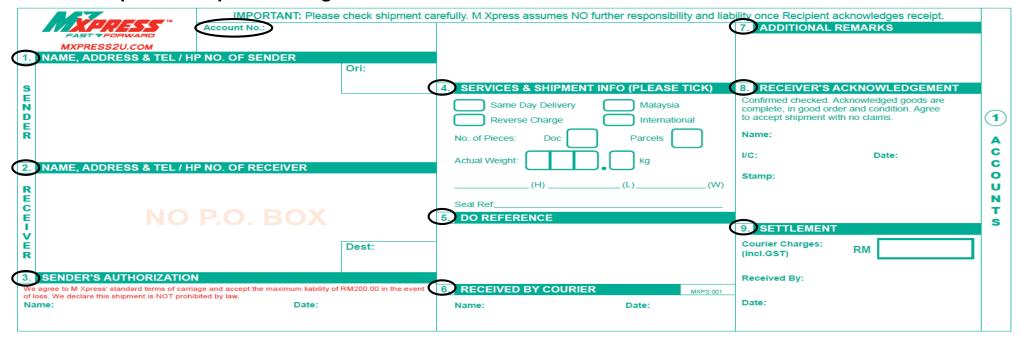
How to complete a M Xpress consignment note:



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