

COURIER
WEST MIDLANDS
'You Call - We Deliver'

Job Opportunities for Owner Drivers are something which we as a West Midlands Courier Company always have.

If you wish to work with us on a self employed basis – below is a documentation checklist to assist you in ascertaining if you're eligible to carryout work on our behalf.

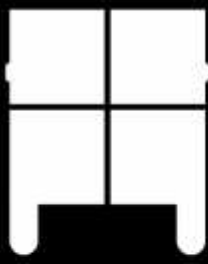
*The Essentials You **MUST** Have:*

- Driving License Photo Card
- Driving License Counterpart
- Insurance Certificate for Hire and Reward
- Goods in transit insurance for cover from £10,000 upwards

Not essential but still important:

- VAT registration certificate if you're VAT registered
- Public liability for cover from £5,000 upwards

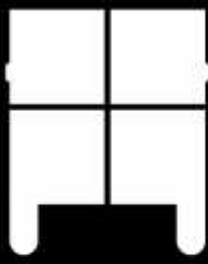
IMPORTANT TO NOTE that all documents you provide will be checked regularly by us **PLUS** must have replacement copies of any policies that are renewed



COURIER
WEST MIDLANDS
'You Call - We Deliver'

About us

- We work on a same-day courier basis, 24 hours a day, 7 days a week.
- We pay per LOADED mile - Auto Route 2011 software used to work out mileage, shortest route by main roads.
- We have a minimum charge for any deliveries within a 20 mile radius.
- We have a daily rate for any local multi-drop work.
- We allow customers 30 minutes to load and/or unload. If you are waiting any longer notify the office as we can charge the customer waiting time. If the office is not notified then we cannot charge for any waiting time.
- We will pay you for return loads, and will negotiate the best price with our customer.
- On collection of any job you must call the office or drop us a text with the dispatcher's name and time of collection.
- On completion of delivery you must call the office and give us a verbal POD. We will then give you a job number and price for your invoice.
- It is compulsory that all drivers must have safety footwear, high visibility vest and ratchet straps with them at all times. We do advise all drivers to also carry a helmet, gloves and goggles just in case they are needed.

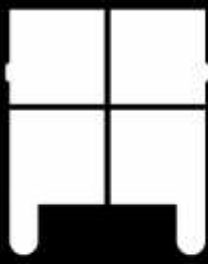


COURIER
WEST MIDLANDS
'You Call - We Deliver'

Proof of Deliveries

One of our Courier West Midlands proofs of deliveries (POD's) is included in this pack. A POD must be completed for every single collection and delivery which you undertake for us.

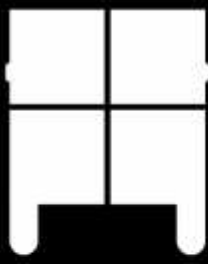
- Please ensure all in the information on the POD is filled in correctly including delivery and collection times and dates. Any special notes including order numbers and all POD's must be signed by both the person who loads you with the goods and at the delivery point. If POD's are not correctly filled out then your invoice may not be paid.
- All POD's have to be back into our head office by no later than 1 week after the job has been completed.
- Any delivery notes or paperwork to go back to the customer must be handed back into our head office with your completed POD.



COURIER
WEST MIDLANDS
'You Call - We Deliver'

Invoicing

- We will require a weekly invoice from you. This must include job reference number, date, collection and delivery postcodes and price as agreed with the office on completion of the job.
- We pay 30 days from receipt of invoice.
- We pay by BACS direct into your bank.
- All invoices must be received by the following Tuesday or payment will be deferred by 1 week.
- If you require a remittance for your payment then please ensure the head office has your email address.



COURIER
WEST MIDLANDS
'You Call - We Deliver'

CONTACT INFORMATION

Stourbridge Head Office:

29 Stuarts Green
Stourbridge
West Midlands
DY9 0XR

Tel: 07392 309442

Email: admin@courierwestmidlands.com