



**Website manual for:
Book a Job - Cash Sales**

Fliway website manuals - Book a Job for Non Account Holders (cash sale)

800 x 600 pixel screen size

1. From

2. Number of pieces

3. Weight (kg)

4. Volume (m³)

5. Service

Obtain a price

Get a price before making your booking—if you logged in as an account holder, your negotiated price is displayed.

1. Pickup & Delivery Suburbs

Click the From/To boxes to see your nearest Fliway branch and a list of suburbs—just click the nearest. Tip: type the first letter of a suburb and <Arrow> down to the right one.

2. Number of pieces

Type the number of pieces in your shipment.

3. Weight in kilos

Enter the total shipment weight. Use only numbers—not 'kgs', 'kilos' or other text.

4. Volume in cubic metres

Enter the total volume of all packages. Enter only a number—not 'm', 'm3' or other text. If you don't know the exact volume, estimate it. We'll check it on pickup and our Customer Service Department will contact you if there's a difference.

5. Service

Local packages: select this if all your parcels are under 35kg each, and will be both picked up and delivered within one of these metro areas: Whangarei, Auckland, Hamilton, Palmerston North, Wellington, Blenheim, Christchurch, Dunedin.

Road: for all other movements around the country

Overnight air: for consignments to be moved by air.

Same day air: urgent consignments within New Zealand.

Show all: shows all services available.

Continued on page 3

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USERNAME:
PASSWORD:
LOGIN

Home
Book a Job
Track & Trace domestic international UPS
Linehaul Schedule
Cancel/Amend Bookings
Apply for Credit Account
Registration
Help

This page allows you to obtain a price before you book a job

From: [tell me more](#)

To: [tell me more](#)

Number of pieces: Weight (kg): Volume (m³): [tell me more](#)

Service:

Insurance required: **6.**

Custom Insurance: [tell me more](#) **7.**

8. [Show me price & service availability >>](#)

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[Book a Job](#)

Prices displayed are for cash customers only. For prices that are even more competitive, you need to be an account holder. Click [here](#) to apply for a credit account.

Please note: a credit card is required for bookings unless you are a registered user. If you already have an account with Fliway and want to become a registered user of the Fliway web site, [click here](#).

Bookings are not deemed

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Obtain a price (cont)

6. Insurance

LCR (Limited Carriers Risk) is standard with any booking, and not an extra cost. It gives you cover of up to \$1,500 per consigned item.

For extra cover, take advantage of the special premiums we've negotiated with our insurers by selecting the amount closest to the value of your goods:

- Up to \$3,000
- Up to \$5,000
- Up to \$10,000
- Over \$10,000 — for this choice, type the amount in the 'Custom Insurance' box.

Note:

- a) The insurance amount you choose is for the total value of your consignment, not individual consigned items as per LCR.
- b) Cover for items over \$1m must be confirmed prior to despatch. Please contact your nearest Fliway office.

8. Click here and you're done.

This will show price and service available.

Continued on page 4

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1024 x 794 pixel screen size

Obtain a price (cont)

The screenshot shows the Fliway website interface in Microsoft Internet Explorer. The main content area is titled "This page allows you to obtain a price before you book a job". It contains a form with the following fields:

- From:** Abbotsford Dud - Duxedin
- To:** Ahupera AKI - Whangarei
- Number of pieces:** 1
- Weight (kg):** 2
- Volume (m3):** 2
- Service:** Show All
- Insurance required:** Limited Carrier's Risk
- Custom Insurance:** (empty)

Below the form is a table with the following data:

Service Description of service	Cmt - Excl. GST
9. Road AM or PM pick up for overnight by road delivery as per current Linehaul schedule	\$712.02

A red arrow points from the "9. Confirmation of price" text to the price value "\$712.02" in the table.

9. Confirmation of price

If you are satisfied with the price and service click 'book this service'. If you have select 'show all', select the appropriate price and service, then click 'book this service'. If the price and service is not appropriate, re-enter the information and then click 'show me price & service availability'.

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Book a Job

Client Name 1.

Authorised By 2.

Phone 3.

Sender name 4.

Address 1 5.

Address 2

Aickens Ctc, Christchurch

Recipient name 6.

Address 1 7.

Address 2

Ahipara Akl, Whangarei

Number of Pieces 1 Weight 2.00 Volume 2.00

Type of Service Road

Insurance Required LCR

Description of contents 8.

Pickup date 9. 06 12 2001

Pickup time 09 34

Booking Notes 10.

Done

Start | TGIF Marketplac... | Bullet Proof FTP ... | New Zealand Ne... | ColdFusion Studi... | Adobe Photoshop | Fliway - Micros... | 9:24 am

Make a Booking

- 1. Client Name.** Enter your company name or client name. If the shipment is personal, client is you; if it's business, type the name of your organisation.
- 2. Authorised by.** Enter the name who authorised this booking/delivery.
- 3. Phone.** Enter your contact phone number (eg. 092795200).
- 4. Sender Name.** Enter name of sender. The person our driver will ask for.
- 5. Address 1 & 2.** Enter the physical address of the pickup. (we can't pick-up from a P.O. Box).
- 6. Recipient Name.** Enter the name of recipient.
- 7. Address 1 & 2.** Enter the delivery address.
- 8. Description of contents.** Enter what is in the consignment.
- 9. Pickup date/pickup time.** Enter the time & date the consignment will be available for pickup.
Note: we will arrange for a vehicle to call after this time.
- 10. Booking notes.** Please make any notes regarding any special instructions.

Before processing to the next stage, you have to agree to the Fliway terms & conditions.

Items entered in Obtain a Price (refer to page 2 - 3).

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Booking Price: \$673.30
GST: \$84.16
Total: \$757.46

Credit Card Type 1. Visa
Card Holder Name 2.
Card Number 3.
Expiry Date 4.
Email Address 5.

[Complete booking >](#)

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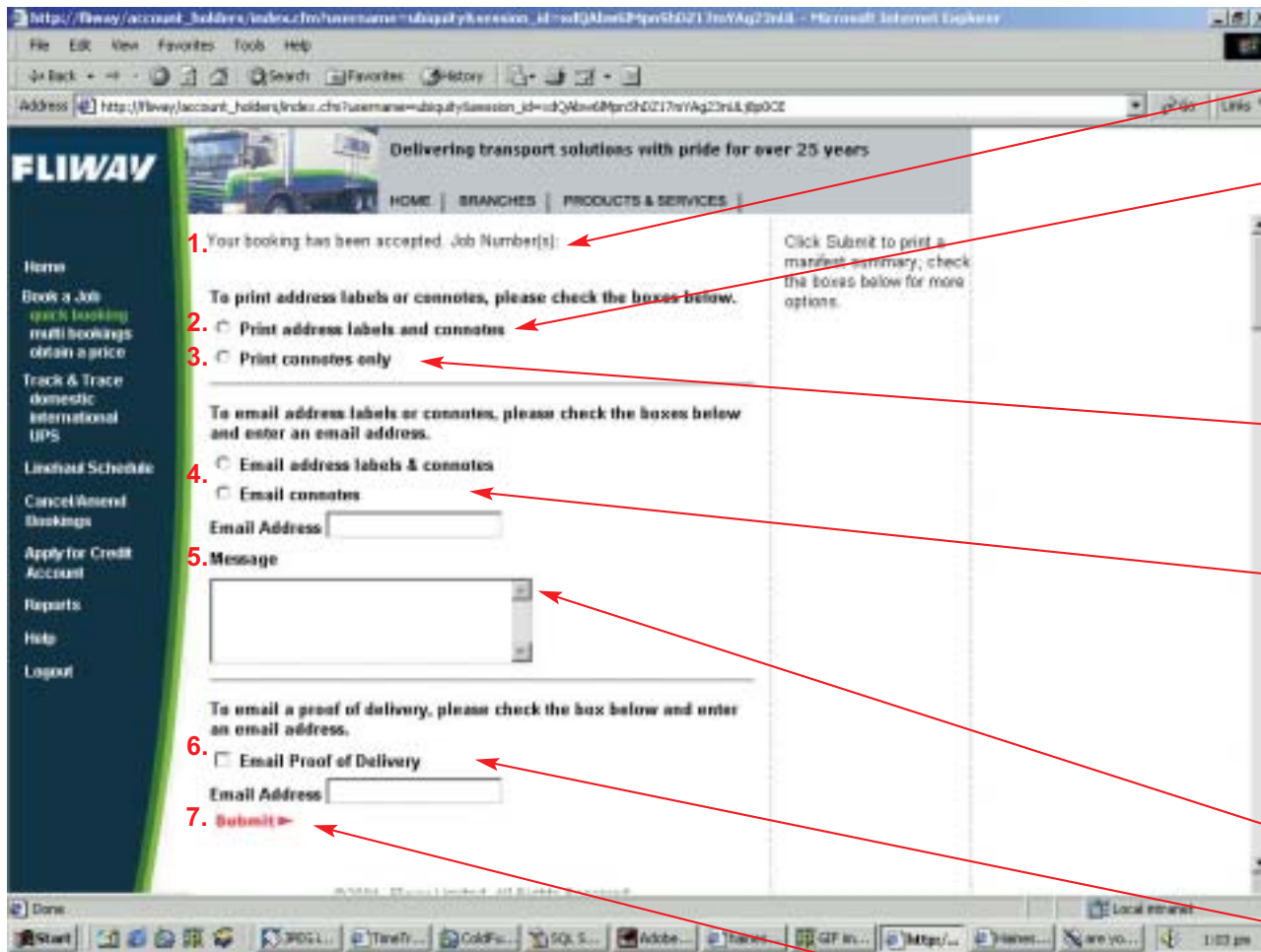
Arranging Payment

If you're not logged on as an Account Holder, this screen will appear. You will need to fill out all the boxes.

1. Our price for the service you've requested.
2. Credit Card type. Choose yours, or your Organisation's.
3. Type the name on the Card you're using.
4. Enter the Card Number and Expiry Date.
5. Your Email Address.
6. Click here and you're done.

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Confirming your booking

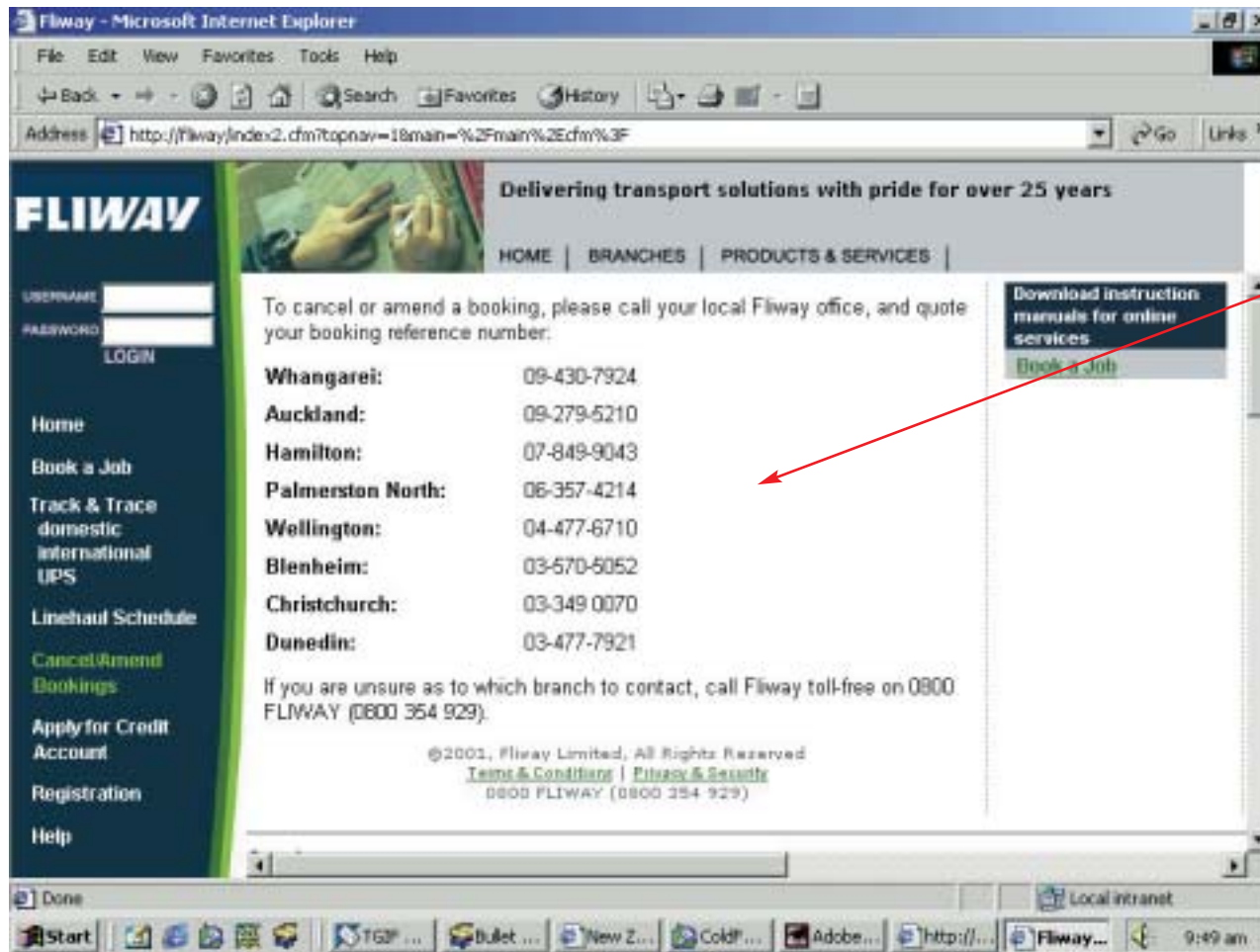
When you've made your booking, this screen appears.

- 1. Booking ID & Job Number.** These important numbers are used to trace your consignment and for billing.
- 2. Print Address Labels.** Produces an address label for each package, including the unique barcode we use for Track & Trace. Click the checkbox and a window with your labels will appear after you click 'Submit'. Print the labels and attach one to each parcel before pickup—DO NOT PHOTOCOPY AS EACH PARCEL HAS ITS OWN UNIQUE TRACKING NUMBER.
- 3. Print Connotes.** Produces a connote you can print and give to the driver for faster, easier pickup and delivery. Click the checkbox and a window with your connote will appear after you click 'Submit'.
- 4. Email Address Labels and Connotes.** If you're not at the 'pickup' address, use these checkboxes to forward the labels and connotes (if the pickup location has email) Check the boxes, enter the email address of the pickup location, and any covering message. The recipient will receive a link—when it's clicked, the address labels and connotes will load into their browser.
- 5. Message.** Enter a message an instruction for the person to click on the URL's and print one labels (connotes) etc.
- 6. Automatic Proof of Delivery** Check here to get an automatic email when your delivery has been made—but make sure your email address is correct.
- 7. Click 'Submit' and you're done.**

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labelling Cancellling a booking



We need you to call us for cancellations. Here's where you can find the number to call.