

## USING VANCITY COURIER IS EASY!

**DISPATCH: (604) 688-9918**

**E-mail: [sales@vancitycourier.com](mailto:sales@vancitycourier.com)**

### JUST FOLLOW THESE SIMPLE STEPS:

1. Provide your company name and your own name.
2. If desired, provide a job reference or matter number for your own filing.
3. Provide the order taker with:
  - A. The address of the pick up point.
  - b. The address of the delivery point.
  - c. Type of service required
  - d. Shipment information (No. of pieces, weight, envelope/box, dimensions, contents).
4. **Please give specific instructions for residential deliveries at time of order.**

\* For deliveries to houses, authorization is required for mail slotting if consignee is not home.

\* For deliveries to apartments/townhouses, buzzer code and phone numbers must be provided.

A job number will be given at the end of the order. This is a unique number you can use to track the order from the time you call in right through to final billing.

### THROUGH OUR WORLDWIDE AIR COURIERS DIVISION, WE OFFER:

- Same day service to Victoria, B.C.
- Full service anywhere around the World.
- Next flight door to door service to major cities across North America.
- After hours and weekend service available for your special needs.

**DISPATCH: (604) 688-9915**

**E-mail: [sales@worldwideaircouriers.com](mailto:sales@worldwideaircouriers.com)**