

CLIENT INFORMATION REQUEST – ACT Sales person to complete this with Client

Client Name			
Affiliated Companies			
Nature of Business			
What do you send – products???			
Where/How did you hear about ACT?			
Industry (tick applicable box)			
Service Industry	<input type="checkbox"/>	IT Hardware/software	<input type="checkbox"/>
Financial	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Communication cell other		<input type="checkbox"/>	
Advertising/ Marketing/ Publishing		<input type="checkbox"/>	
Other (please specify)			
Which Courier do you currently use?			
How long have you been using them?			
Why are you changing Couriers? Is it due to (Tick applicable box) Please elaborate			
Branch Networks	<input type="checkbox"/>		
Pricing Structure	<input type="checkbox"/>		
Invoicing	<input type="checkbox"/>		
Queries left unattended	<input type="checkbox"/>		
Losses or Theft - Insurance	<input type="checkbox"/>		
Delivery delays	<input type="checkbox"/>		
Lack of communication	<input type="checkbox"/>		
Lack of response	<input type="checkbox"/>		
Other (please elaborate)	<input type="checkbox"/>		
Who are we delivering to?			
Business to Business	<input type="checkbox"/>	Business to Business (High Value)	<input type="checkbox"/>
Business to Client	<input type="checkbox"/>	Business to Client (Any Fica/Rica requirements)	<input type="checkbox"/>
Your Company Branches/offices/divisions			
<input type="checkbox"/>	Gauteng	<input type="checkbox"/>	Eastern Cape
<input type="checkbox"/>	North West	<input type="checkbox"/>	North West
<input type="checkbox"/>	Kwazulu-Natal	<input type="checkbox"/>	Western Cape
<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	Limpopo
<input type="checkbox"/>	Mpumlanga	<input type="checkbox"/>	FreeState
<input type="checkbox"/>	Northern Cape	<input type="checkbox"/>	Northern Cape
Please indicate what percentage of your business is Domestic and/or International			
Domestic		%	International
			%
Areas that you deliver to - Domestic			
Bloemfontein	<input type="checkbox"/>	East London Outlying	<input type="checkbox"/>
Nelspruit	<input type="checkbox"/>	Pretoria	<input type="checkbox"/>
Cape Outlying	<input type="checkbox"/>	Johannesburg	<input type="checkbox"/>
OFS Outlying	<input type="checkbox"/>	Richards Bay	<input type="checkbox"/>
Cape Town	<input type="checkbox"/>	Kimberley	<input type="checkbox"/>
Pietermaritzburg	<input type="checkbox"/>	Rustenburg	<input type="checkbox"/>
Cape West Coast	<input type="checkbox"/>	Klerksdorp	<input type="checkbox"/>
Polokwane	<input type="checkbox"/>	Umtata	<input type="checkbox"/>
Durban	<input type="checkbox"/>	Mmabatho	<input type="checkbox"/>
Port Eliz Outlying	<input type="checkbox"/>	Other	<input type="checkbox"/>
East London	<input type="checkbox"/>	Natal Outlying	<input type="checkbox"/>
Port Elizabeth	<input type="checkbox"/>		
Other:			
Areas that you deliver to - Cross border			
Botswana	<input type="checkbox"/>	Lesotho	<input type="checkbox"/>
Namibia	<input type="checkbox"/>	Swaziland	<input type="checkbox"/>
Areas that you deliver to - International			

TYPE OF SERVICES REQUIRED			
Express Services		Other Services	
<input type="checkbox"/>	Same Day	<input type="checkbox"/>	Incity
<input type="checkbox"/>	Early Bird (09h00)	<input type="checkbox"/>	Hazchem
<input type="checkbox"/>	Overnight (11h00)	<input type="checkbox"/>	Drive away
<input type="checkbox"/>	Domestic Airfreight (17h00)	<input type="checkbox"/>	Afterhours
<input type="checkbox"/>	Incity (11h00)	<input type="checkbox"/>	Tenders or embassies
<input type="checkbox"/>	Saturday	<input type="checkbox"/>	Chain stores, Mines or Townships
Distribution Services		International Services	
<input type="checkbox"/>	Express Road (24/48 hours)	<input type="checkbox"/>	International Documents
<input type="checkbox"/>	Road Service (48/72 hours)	<input type="checkbox"/>	International Parcels
<input type="checkbox"/>	Bulk road/ Containers	<input type="checkbox"/>	Air or Sea Freight

How often will we collect?			
Daily	<input type="checkbox"/>	Once a week	<input type="checkbox"/>
		Twice a week	<input type="checkbox"/>
		Three times a week	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Other (Please elaborate)	

Special requirements: (packaging, drive away's, afterhours set up/special events, invoicing, Purchase orders etc)

GOODS IN TRANSIT INSURANCE	YES	NO	REQUIRE INSURANCE	YES	NO
DESCRIPTION OF GOODS AND VALUES OF GOODS SENT					

ACT ONLINE TRACK AND TRACE – WWW.MYACT.CO.ZA <small>complete only if online use is required</small>		
OWN QUOTES	<input type="checkbox"/> REQUEST QUOTE	<input type="checkbox"/> VIEW QUOTE
COLLECTIONS	<input type="checkbox"/> PLACE/ADD COLLECTION	<input type="checkbox"/> VIEW COLLECTION
WAYBILLS	<input type="checkbox"/> CAPTURE WAYBILL	<input type="checkbox"/> VIEW WAYBILL
VIEW INVOICES	<input type="checkbox"/>	<input type="checkbox"/>

SALES PERSON SIGN: _____ DATE: _____

PRINT NAME: _____

ADDITIONAL CLIENT NOTES