

# CORPORATE CUSTOMER SUPPLIES REQUEST FORM

## 4 Easy Ways to Submit Your Request

- 1) Website [www.speedpost.com.sg](http://www.speedpost.com.sg)  
 2) Email [premier@singpost.com](mailto:premier@singpost.com)  
 3) Speedpost Hotline 1800 222 5777  
 4) Fax 1800 442 0613

### Company's Details

Date of request \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Account No. \_\_\_\_\_  
 Name of Contact Person \_\_\_\_\_ Tel No \_\_\_\_\_

### Free Speedpost Supplies for Corporate Customers:

SPEEDPOST EXPRESS (SPX)	Quantity Required
SPX Consignment Note	
SPX Carton Box - Small (L258 x W253 x H105 mm)	
SPX Carton Box - Medium (L400 x W250 x H150 mm)	
SPX A4 Envelope - 330GSM (L238 x W330 + 47flap mm)	
SPX A3 Document Pak - (L465 x W347 + 55flap mm)	
Plastic Pouch For Invoices - Small (L125 x W195 + 13flap mm)	
Plastic Pouch For Invoices - Large (L235 x W162 + 20flap mm)	
SPEEDPOST EMS	Quantity Required
EMS Consignment Note	
Speedpost Carton Box - Small (L258 x W253 x H105 mm)	
Speedpost Carton Box - Medium (L400 x W250 x H150 mm)	
Speedpost Carton Box - Large (L600 x W400 x H300 mm)	
Document Pak - A4 Size (L365 x W256 + 40flap mm)	
Document Pak - A3 Size (L465 x W347 + 55flap mm)	
Plastic Pouch For Invoices - Small (L125 x W195 + 13flap mm)	
Plastic Pouch For Invoices - Large (L235 x W162 + 20flap mm)	
Speedpost Postube Size 1 (L46.0 x D5.1cm)	
Speedpost Postube Size 2 (L46.0 x D7.7cm)	
Speedpost Postube Size 3 (L63.0 x D5.1cm)	
Speedpost Postube Size 4 (L63.0 x D7.7cm)	
EMS 5kg Saver Box* (L330mm x W230mm x H230mm)	
EMS 10kg Saver Box* (L430 mm x W340mm x H250mm)	
EMS 20kg Saver Box* (L480mm x W340mm x H320mm)	
AIR / SURFACE PARCEL SERVICE	Quantity Required
Consignment Note	
Plastic Pouch For Invoices - Small (L125 x W195 + 13flap mm)	
Plastic Pouch For Invoices - Large (L235 x W162 + 20flap mm)	
5kg Saver Box* (L325mm x W225mm x H230mm)	
SPEEDPOST ISLANDWIDE COURIER (IWC)	Quantity Required
IWC Consignment Note	
INTERNATIONAL MAIL SERVICE	Quantity Required
PPI Stickers	
CN22 (Green) Stickers - Custom Declaration	
Posting Docket- P149	
Posting Docket Extension page P149E	
Mailbag and Neck Tag	
Security Cable	
Registered Barcode	
Pre-printed Islandwide Consignment note (with SingPost as end recipient)	

\*A deposit of S\$5 will be collected for each Saver Box, which will be off-set from shipping charges upon usage.

Speedpost Supplies Available for Purchase:	Price	Quantity
Speedpost Carton Box - Small (L258 x W253 x H105 mm)	\$ 1.50	
Speedpost Carton Box - Medium (L400 x W250 x H150 mm)	\$ 3.00	
Speedpost Carton Box - Large (L600 x W400 x H300 mm)	\$ 6.00	
Document Pak - A4 Size (L365 x W256 + 40flap mm)	\$ 1.00	
Document Pak - A3 Size (L465 x W347 + 55flap mm)	\$ 1.50	
Plastic Pouch for Invoices - Small (L125 x W195 + 13flap mm)	\$ 0.30	
Plastic Pouch for Invoices - Large (L235 x W162 + 20flap mm)	\$ 0.50	

### For SingPost Official Use

Docket No.: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
 Received By: \_\_\_\_\_