**Please note our core collection times are from 8.45 – 15.30, Monday – Friday. Please ensure that you provide a minimum of 72 hours’ notice if your booking request is outside of these hours.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | |  | | | | | |
| **Department** | |  | | | | | |
| **Contact Email** | |  | | | **Contact Telephone Number** | |  |
| **Date of request** | | Click here to enter a date. | | | | | |
|  | |  | | | | | |
| **Collection Date** | | Click here to enter a date. | | | **Preferred Collection Time** | |  |
|  | |  | | |  |  | |
| **Collect From**  **(Inc. Building, Address and Postcode)** |  | | | **Deliver To**  **(Inc. Building, Address and Postcode)** | |  | |
| **Destination Contact Name & Telephone Number** | | | | | | | |
|  | | | | | | | |
| **Description of items, please include: Quantity, Size & Weight**  *(A minimum of 7 days’ notice is required if you require a vehicle with a tail-lift)* | | | | | | | |
|  | | | | | | | |
| ***IMPORTANT****: If the load is heavy or additional personnel are required, this should be organised by the customer prior to collection. Please also list such assistance in the Special Requirements section of this form.* | | | | | | | |
| **Cost centre to be charged**  *(All applicable charges are detailed overleaf)* | | |  | | | | |
| **Special Requirements** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Supervisor Authorisation** | |  | | | | | |

Please refer to the pricing structure overleaf for any requests that are off campus or outside of university hours. Such requests will incur a re-charge and therefore a cost centre code must be provided above.

Completed forms should be emailed to [centralmailroom@mmu.ac.uk](mailto:centralmailroom@mmu.ac.uk) where a member of the team will check the driver’s schedule and confirm your booking by email.

## **Booking Procedure:**

* All requests must be completed on a ‘Driver Booking Request Form’ and should be emailed to [centralmailroom@mmu.ac.uk](mailto:centralmailroom@mmu.ac.uk) Please note that bookings will not be dealt with directly by the driver.
* A confirmation email will be sent to you once your booking has been accepted.
* It is the responsibility of the main contact to reply via email if they wish to cancel the booking.

**Pricing Structure:**

|  |  |
| --- | --- |
| Job within core University time and within University campuses | *No Charge* |
| Job within core University time but outside of University campuses | *Charge for;*  *Mileage*  *Sustenance* |
| Job outside core University times but within University campuses and a minimum of 72 hours’ notice provided | *Charge for;*  *Driver Overtime*  *Sustenance*  *Administration Surcharge* |
| Job outside core University times and outside University campuses and a minimum of 72 hours’ notice provided | *Charge for;*  *Driver Overtime*  *Mileage*  *Sustenance*  *Administration Surcharge* |

## **Costings:**

|  |  |
| --- | --- |
| Mileage | 45p per mile |
| Driver Overtime | £13.50 per hour |
| Sustenance | As appropriate;  Breakfast - £5  Lunch - £5  Dinner - £15 |
| Administration Surcharge | 20% of the total cost |