

<b>Courier Pick up Service Request Form</b>	
<b>Customer name</b>	
<b>Customer contact number</b>	
<b>Customer email id</b>	
<b>Customer address for Courier Pick up Service</b>	
<b>Courier Pick up date and time</b>	
<b>Unit Number</b>	
<b>Street/House number</b>	
<b>Street name</b>	
<b>Suburb</b>	
<b>City</b>	
<b>State</b>	
<b>Postcode</b>	
<b>Number of Customers in your Courier Pick up Service envelope</b>	<b>Please note that the service is available for a maximum of two customers/passports per Courier Pick up Service only.</b>
<b>Any comments/special instructions from you</b>	
<b>Information and instructions for Customers:</b>	<ul style="list-style-type: none"> <li>• Complete and email this form to this email id: <a href="mailto:courier.inau@vfsglobal.com">courier.inau@vfsglobal.com</a> (enquires to this email id will be disregarded).</li> <li>• Once your request is received, you will be contacted via email for payment formalities. Please monitor your inbox or junk/spam email for instructions.</li> <li>• You also need to have printer access.</li> <li>• Courier Pick up Service request must be made 2 working days prior to nominated pick up date.</li> <li>• The Courier Pick up Service is only available in Australia.</li> <li>• Courier fee once paid, will not be refunded.</li> <li>• Additional charges will apply depending on the postcode.</li> <li>• This service is available from Mon – Fri, except public holidays, from 8 am onwards and last pick up will be done between 4 to 5 pm only. (Request received late Friday afternoon cannot be guaranteed a following Monday morning pick up.)</li> <li>• Please allow 2 hour window from nominated time for pick up.</li> <li>• The envelope you provide your application documents and passports in, needs to be waterproof and sealed before being handed over to the courier.</li> <li>• Someone needs to be available at the nominated address, during the nominated time frame, to handover the envelope or risk forfeiting fees paid.</li> <li>• If the consignment is not ready during the nominated date and time, additional charges will apply for secondary/new pick up.</li> </ul>