ORDER FOR TRANSPORT (OFT) INDEX

1. **Customer Account:** This is the account charge code of the company paying for the freight. This can be found on your account statements

2. **Transport Type:** Select the temperature from the drop down menu e.g. Frozen, Chilled etc.

3. **Means of Transport:** Select how you would like the freight to travel - Choose Road or Rail from the drop down menu

4. **Sender Address:** The sender of this freight. In most cases the sender will be the same as the Load (Pickup) Address, if this is the case then you can copy and paste this address into the Load Address column. However, when it is not the same, this needs to be entered.
   For Example: If your freight is being dropped it into one of our AHGRL depots, The Sender Address would be who is sending the freight, The Load address would be listed as our AHGRL depot location

5. **Load Date:** The collection date

6. **From Time - Til Time:** Provide the booked timeslot for pickup or list the latest loading time window that collection can occur during trading hours

7. **Load Address:** The address that AHGRL are collecting the freight from or the AHGRL depot address the freight is being dropped to

8. **Load Description:** Instructions for the pickup location

9. **Receiver Address:** The receiver of this freight. In most cases the receiver will be the same as the Unload (Delivery) Address, if this is the case then you can copy and paste this address into the Unload Address column. However, when it is not the same, this needs to be entered.
   For Example: If your freight is being collected from one of our AHGRL depots, The receiver would be who is collecting the freight, The Unload address would be listed as our AHGRL depot location

10. **Unload Date:** The delivery date

11. **From Time – Til Time:** Provide the booked timeslot for delivery or list the latest unloading time window that collection can occur during trading hours

12. **Unload Address:** The end address that AHGRL are delivering the freight to or the AHGRL depot address the freight is being collected from

13. **Unload Description:** Instructions for the delivery location

14. **Invoice Reference:** Your reference that is required on your invoice in order for your company to make prompt payment

15. **Sender Reference:** Any references that are required by the sender of the freight

16. **Receivers Reference:** Any references that are required by the receiver of the freight

17. **Transport Quantity:** Quantity of Transport Unit that is being moved

18. **Transport Unit:** Select the type of freight you are moving. Most common will be Pallets. If you are moving produce, you are required to select the type of produce you are moving

19. **Space:** Quantity of Spaces travelling. Please note that the maximum weight restriction per space is 1000kg including pallet

20. **Modules:** List amount of modules if you are charge by modules

21. **Weight:** Total gross weight including pallet weight in kg's

22. **Empties Quantity:** Total amount of empties units to exchange

23. **Empties Unit:** Select the type of unit to exchange from the drop down menu

24. **Line Description:** Any additional notes we required to know about this freight