

BENDIGO ADELAIDE BANK BOX COLLECTION PROCEDURE

To order a collection of catalogued boxes ready for archiving



STEP 1

HOME SCREEN




1. Access the Advance Records home screen (as above)
2. Click Order a pick-up

STEP 2

COLLECTION DETAILS

To order a pick-up, fill out all the fields on this form


ORDER A PICKUP

Your details	Collection address
Branch/Dep No * <input type="text"/>	Address * <input type="text"/>
Phone number * <input type="text"/>	
Contact name * <input type="text"/>	
Email address * <input type="text"/>	Suburb * <input type="text"/>
Confirm email address * <input type="text"/>	Postcode * <input type="text"/>

Please collect boxes from our office for storage

Number of boxes *

Additional instructions *

NOTE: PLEASE ENSURE YOU HAVE INVENTORIED NEW BOXES WITH ADD BOX SCREEN BEFORE ORDERING YOUR COLLECTION.

ORDER

1. Complete all fields and click ORDER
2. A window will appear confirming your order has been placed.
3. You will receive a confirmation email.

IMPORTANT! Keep the confirmation email as it will have your order number for reference

4. Boxes within the ARM Delivery area of Geelong, Ballarat or Melbourne will be collected the following business day

Note: If you are outside the ARM Delivery area of Geelong, Ballarat or Melbourne you will receive an 'ARM Toll Pack' in your internal mail, inside you will find instructions on what to do next.