

BENDIGO ADELAIDE BANK RETRIEVE A SAFE CUSTODY BAG



To retrieve a safe custody bag for a customer.

STEP 1

HOME SCREEN



1. Access the Advance Records home screen (as above)
2. Click Retrieve Safe Custody Bag

STEP 2

To retrieve a Safe Custody Bag, fill out all the fields on this form and submit your request. You will be sent an order # by reply email.

If you order before noon, the Safe Custody Bag will be dispatched to BendigoAdelaide Banks central mail room the same day.

*All fields must be completed

Safe Custody Bag # (Advance barcode #) *

Customer # *

(Up to 15 characters)

Acc # *

(Up to 15 characters)

Send to Branch

Branch # *

Branch name *

Branch contact *

Branch phone *

Branch address line 1 *

Branch address line 2

City *

State *

Postcode *

Your email address *

ORDER

1. Enter the safe custody bag #
2. Enter the Customer's account details
3. Enter your branch details
4. Click Order
5. A window will appear confirming your order has been placed.
6. You will receive a confirmation email.

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

Note: You will receive the Safe Bag via your internal mail system.