



BOOKING GUIDELINES

Properly placing your order is crucial to ensuring a **smooth and efficient** process.

Please follow these guidelines when booking your shipment:

Accurate Shipment Information

Please provide **detailed and precise information** about your shipment, including the **type of goods, dimensions, weight**, and any **special handling requirements** (e.g., tail-lift required, small vehicles only, etc.). Additionally, it is crucial to provide the **full Irish postcode (Eircode)** for the delivery location, ensure that all **pallets are correctly labelled**, and, if possible, include the **value of the goods**. This comprehensive information helps us allocate the correct resources, avoid potential delays, and ensure the safe and timely delivery of your shipment.

Order Submission:

All collection orders must be sent to this address:

bookings@arcese-cosulich.ie

Please ensure that "**Collection Order**" is indicated in the **subject line of your email**. It is important to use the correct subject line for each type of request to avoid confusion and ensure that your order is processed promptly. Using the same subject line for different requests (e.g., using "quote" when requesting a POD or an update) can inadvertently cause delays or errors.

Compliance with Terms & Conditions:

Please familiarize yourself with our [terms](#) to understand the **expectations and obligations** on both sides. This will help prevent any misunderstandings or issues later.

By following these guidelines, you help ensure that your booking is handled **efficiently** and without unnecessary complications.