



15 July 2010

Sydney Freight Terminal Import Document Mailboxes

As part of the building work currently being undertaken to combine the Terminal's import and export counters, customer import document mailboxes will be relocated, and in some cases box numbers reallocated this Sunday 18 July.

The document mailboxes will be relocated to the northern end of the building adjacent to the new main entrance.

Keys for the new mailboxes are available for collection this week between Thursday 15 July and Sunday 18 July from the cashier's desk. Company representatives collecting keys will be asked to confirm collection and if applicable acknowledgement of the new box number by signing a register.

Please assist us by advising all relevant staff of the change.

Access to the import document mailboxes remains from 0600 hours to 2100 hours seven days a week including public holidays. Documents will be placed in boxes and charges debited from your account, as soon as processed after flight arrival. Incorrectly posted documents must be returned immediately to the customer service desk in order for your account to be adjusted.

If you have any questions or concerns about the works please contact Doug Hanshaw either by email (dha66@qantas.com.au) or telephone 9691 6745.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Frank Ridolfo", written over a white background.

Frank Ridolfo
Manager Sydney Freight Terminals