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Arrange a collection

You can arrange a collection by selecting '**collect it**' from the top navigation menu, then select '**from me**' as shown:-



Click the links below to find out how to arrange a collection

- [Arrange a collection from your address](#)
- [Arrange a collection from a different address](#)

Arrange a collection from your address

Create a Collection

<p>Collection Address</p> <p>RICHARD PLATEK HUB ACCOUNT INTERLINK HUB ROEBUCK LANE SMETHWICK WEST MIDLANDS B66 1BY</p> <p style="text-align: right;">Collect from a different address</p>	<p>Collection Details</p> <p>Account: 1234586</p> <p>Contact: * <input type="text"/></p> <p>Telephone: * <input type="text"/></p> <p>Your Ref 1: <input type="text"/></p>
<p>Collection Time</p> <p>Date: * <input type="text" value="16/08/2005 - Tuesday"/> <input type="button" value="v"/></p> <p>Ready Time: * <input type="text" value="15:56"/></p> <p>Closing Time: * <input type="text" value="17:00"/></p>	<p>Parcel Details</p> <p>The below details are used only as an indication to the driver and do not need to be precise</p> <p>Items: * <input type="text" value="1"/></p> <p>Total Weight: * <input type="text" value="5"/> kg</p>
<p>Information</p> <p>Collection Info: <input type="text"/></p>	

[Create](#)

- [The information in the collection address box including contact name and telephone number are automatically populated from information in my details](#)
- [You are able to add in your own order number in the 'your ref 1' area under the collection details](#)
- [Once you have clicked '**create**', you will be provided with a unique reference number](#)

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Arrange a collection from a different address

To arrange a collection from a different address, click **'from other'** from the menu as shown:-



- You have two options for populating the collection address and delivery address details
- If you have a regular address that you arrange to collect from and deliver to, you may have these stored in your address book
- Select the **'find'** button
- You can use the manual entry option to populate the fields
- Complete the details and click **'Next'**

Create a Collection

Collection Address		Delivery Address	
Multiple addresses returning back to account address <input type="checkbox"/>		Deliver back to my account address <input type="checkbox"/>	
Short Name:	[Manual Entry] <input type="button" value="Find"/>	Short Name:	[Manual Entry] <input type="button" value="Find"/>
Contact: *	<input type="text"/>	Contact: *	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Company Name: #	<input type="text"/>	Company Name: **	<input type="text"/>
House No/Name: #	<input type="text"/>	Country:	UNITED KINGDOM <input type="button" value="v"/>
Post Code: *	<input type="text"/>	House No/Name: **	<input type="text"/>
		Street: *	derived from postcode
		Suburb:	derived from postcode
		City: *	derived from postcode
		County:	derived from postcode
		Post Code: *	<input type="text"/>
		* - Mandatory ** - At least one of these values must be specified # - At least one of these values must be specified	
Collection Details			
Account: *	1592130		
Product: *	select a Product <input type="button" value="v"/>		
Service: *	select a Service <input type="button" value="v"/>		
Number of Items: *	<input type="text" value="1"/>		
Total Weight: *	<input type="text" value="5"/> kg		
Dimensions:	<input type="text" value="0"/> H x <input type="text" value="0"/> W x <input type="text" value="0"/> D (cm)		
Time Ready: *	<input type="text" value="16:07"/> e.g. 15:05 = 3.05pm		
Time Close: *	<input type="text" value="17:00"/> e.g. 17:30 = 5.30pm		
Collection Date: *	16/08/2005 - Tuesday <input type="button" value="v"/>		
Extended Liability: *	No <input type="button" value="v"/>		
Your Ref 1:	<input type="text"/>		

- Your details will then be confirmed back to you, check the collection, delivery address and collection details. If they are incorrect click on the back button at the bottom of the screen

- If you are satisfied with these details, you can enter information and special instructions relating to the collection and delivery.
- Click '**confirmed**'

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