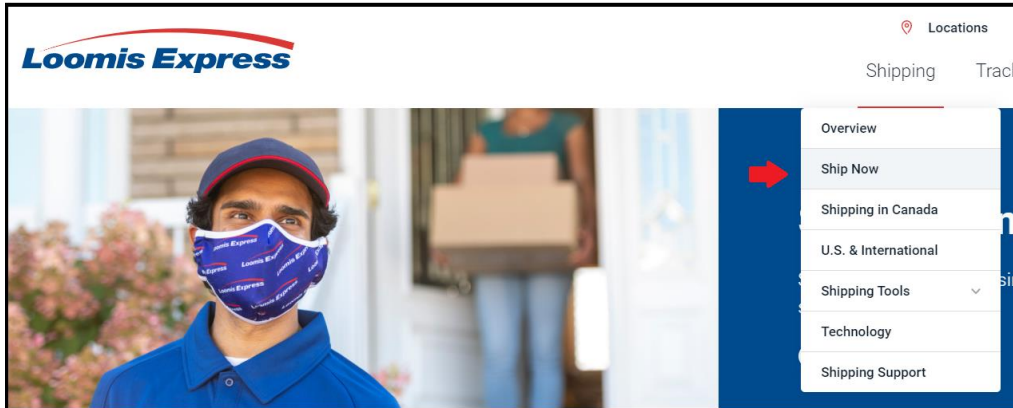


How to Create a Return Cheque Shipment

1. Login to your MyLoomis account, then click Ship Now.



2. From the Shipping screen complete all necessary information such as the delivery address under "Shipping To", the notification settings, the shipping information, and the package size.

A screenshot of the Loomis Express 'Shipping' form. The form is divided into several sections: 'Shipping From' (Company Name: AVAS TEST ACCOUNT, Contact Name: SALES DEPARTMENT), 'Shipping To' (Address Book, Clear, Last 10 Recipients, Receiver ID, Company Name, First Name, Last Name, Address 1, Address 2, Country: CANADA, Postal/Zip Code, City, Province/State: ALBERTA, Phone Number, Add or Update Receiver in your Address Book), 'Notification' (Notify me, My Email: SALES DEPARTMENT@LOOMIS-EXPRESS.COM, Notify Receiver, Receiver's Email), and 'Shipment Information' (Loomis Product: LOOMIS GROUND, Shipment Date: 2021-08-10, Ready Time: 17:39, Office Closing Time: 17:00, Pickup/Drop off: Pickup-Reception, Payment Type: Pre-paid).

3. To complete the Common Package Size section, please click the checkbox under "Envelope".
4. Under Domestic Services, please click the box for Return Cheque. As per Figure 4A below.
 - a. Once you have clicked Return Cheque, please select the Money Type from the options available (see Figure 4B).
 - b. After you filled out all the necessary information, click Review & Confirm.

Figure 4a

The screenshot shows the 'Common Package Size' section with a 'Unit of Measure' dropdown set to 'Imperial'. Dimensions are entered as Weight: 1 0.9, Length: 1, Width: 1, and Height: 1. The 'Envelope' checkbox is checked and highlighted with a red arrow. The 'Domestic Service' section includes checkboxes for 'No Signature Required', 'Residential Delivery', 'Chain Of Signature', 'Saturday Service', and 'Fragile'. A 'Special Handling' dropdown is present. The 'Return Cheque' option is selected, and the 'Money Type' is set to 'Bank Draft' with a 'Dollar Amount' of 500. Buttons for 'REVIEW & CONFIRM' and 'COMPLETE SHIPMENT' are at the bottom.

Figure 4.B


The close-up shows the 'Money Type' dropdown menu with the following options: Bank Draft (highlighted in blue), Certified Cheque, Cheque, Money Order, and Post Dated Cheque.

- After you complete the shipment, you will be able to print the waybills. On this screen you will be able to print the waybills.

Shipment Complete

Thank you for shipping with us. Your shipment order has been processed and will be picked up as scheduled.

Print Waybills
Create Another Shipment

	Shipment Date	Shipment Number	From Address	To Address	Number of Pieces	Pickup Number	ECODE
Print Waybill Repeat this Shipment	2021-08-11 03:00	NET45007328	BRAMPTON ON CA L6T4T4	EDMONTON AB CA T5S1H7	1	101578925	

→ Recent Activity → Document Toolkit

Print Instructions:
Please note that you must allow pop-ups from this site in order to print your waybills. You must set the printing options on your browser by selecting Page Setup from the File or Print menu, set all margins to about .20" and unclick all header and footer settings. If you do not follow this procedure, the printed waybills may be spaced incorrectly.


Supporting Shipping Documents
Would you like to create a Dangerous Goods document for this shipment? Click [here](#) to create one.
View all other supporting shipment documents in the [Document Toolkit](#)

- Place the Return Cheque waybill (a) on the BACK of the Return Cheque Envelope (b).

a.

FROM/DE: 726123 ALBERTA LTD 17307 - 109 AVENUE EDMONTON, ALBERTA T5S1H7 780-444-2886 SIN: NET45007324 PIN: RCW45007324 REF: WGT: 0.90 LBS DWT: 0.00 LBS DIM: 0X0X0 INCHES	TO/A: AVAS TEST ACCOUNT 5 LISA ST 906 BRAMPTON, ON L6T4T4 905-999-9999 ATTN: SALES DEPARTMENT						
CUSTOMER SIGNATURE: X	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">EXA1800</td> <td style="padding: 2px;">RC</td> <td style="padding: 2px;">CERTIFIED CHEQUE</td> </tr> <tr> <td style="padding: 2px;">PREPAID</td> <td colspan="2" style="padding: 2px;">AMOUNT: \$200.00</td> </tr> </table>	EXA1800	RC	CERTIFIED CHEQUE	PREPAID	AMOUNT: \$200.00	
EXA1800	RC	CERTIFIED CHEQUE					
PREPAID	AMOUNT: \$200.00						


L6T4T4
BRAMPTON



LQL6T4T4ABRCW45007324

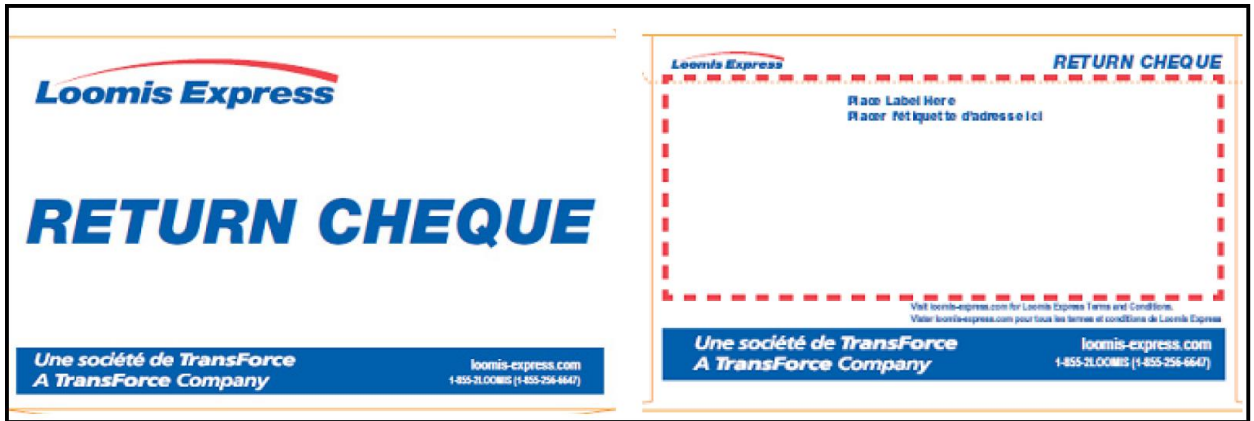
RCW45007324 PIN: 1/1 DATE: 08/06/2021 LOOMIS-EXPRESS.COM

STANDARD TERMS AND CONDITIONS APPLY

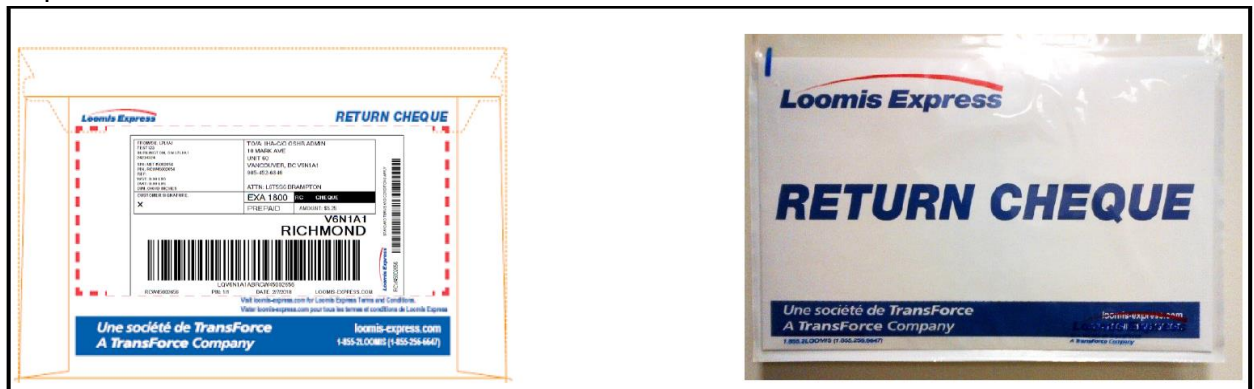


Loomis Express
RCW45007324

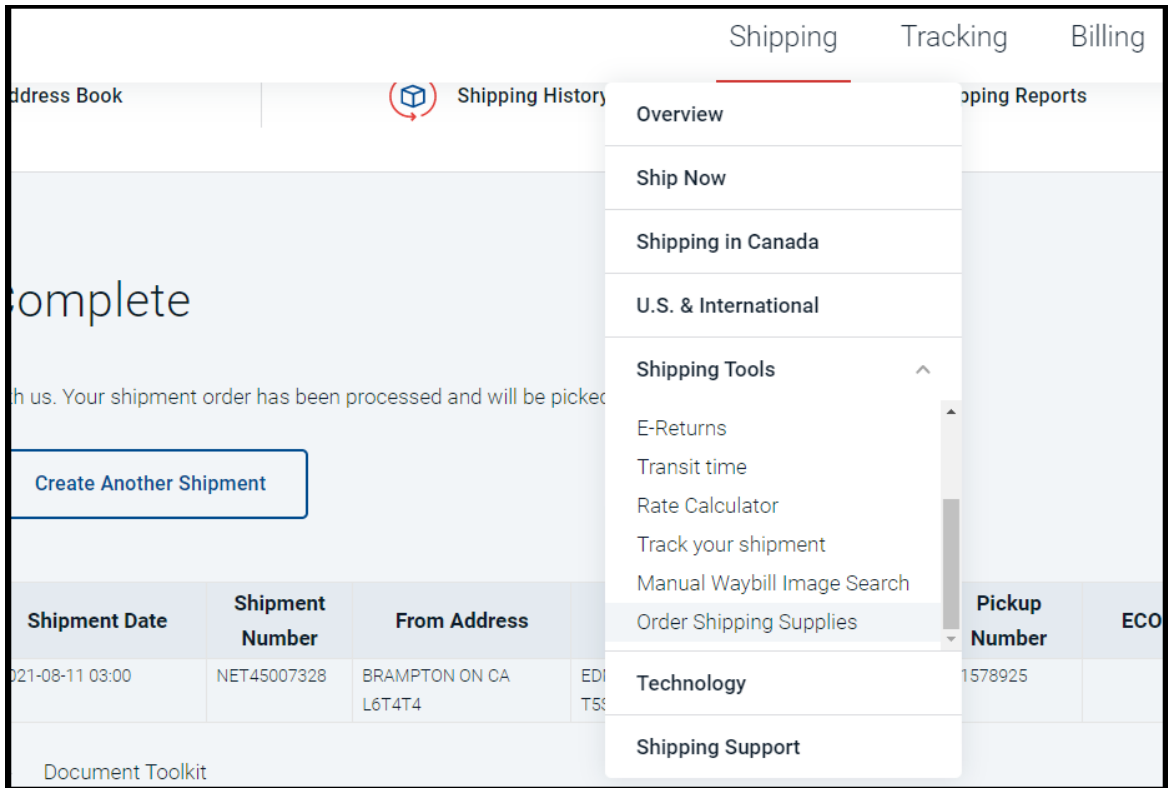
b.



7. Insert Return Cheque envelope with waybill in a Labelope. The return cheque is placed into the labelope with the "RETURN CHEQUE" wording visible through the clear side of the labelope. This enables clear communication to the driver that this a return cheque shipment.



8. You can order Return Cheque Labelopes and Return Cheque Envelopes online.
 - a. Login to your MyLoomis Account
 - b. Hover your mouse over the Shipping Tab on the upper-right side on the webpage. Then click, Ordering Shipping Supplies under Shipping Tools



9. Order the necessary supplies that you need, then confirm the delivery address.

Labelopes & Labels

DT Label (350/roll) (Last Order: 10T 2021/06/18 11:18)

Carton(s)

Loomis Thermal Labels 4 x 8 (1ctn=2rolls)

Carton(s)

WebShip Labelopes (1pkg = 50pcs)

Package(s)

Return Cheque Labelopes (1pkg=50pc)

Package(s)

Dangerous Goods Labelopes (1pkg=50pc)

Package(s)

Double B Barcode Label (500 pcs)

Roll(s)

Package Products

Loomis Flyer Packs (1pkg=25pc)

Package(s)

Loomis Express Envelopes (1pkg=25pc) (Last Order: 1PK 2021/06/18 11:37)

Package(s)

Waybills

Domestic D Waybill (30 pcs) (Last Order: 1PK 2021/06/18 09:47)

Package(s)

Delivery Address

Clear

* Company

* First Name

* Last Name

* Address 1

Address 2

* Postal Code

* City

* Province



* Phone Number

* Email Address

Attention!

We're not able to ship to P.O. Boxes. A valid and complete street address must be provided or the supplies ordered will not be processed.

Review and Submit