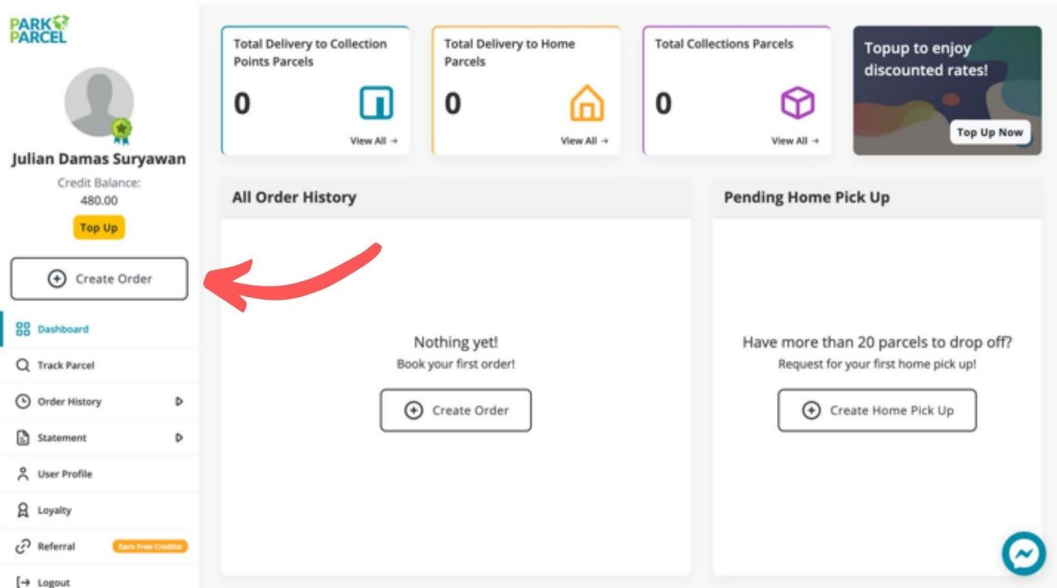
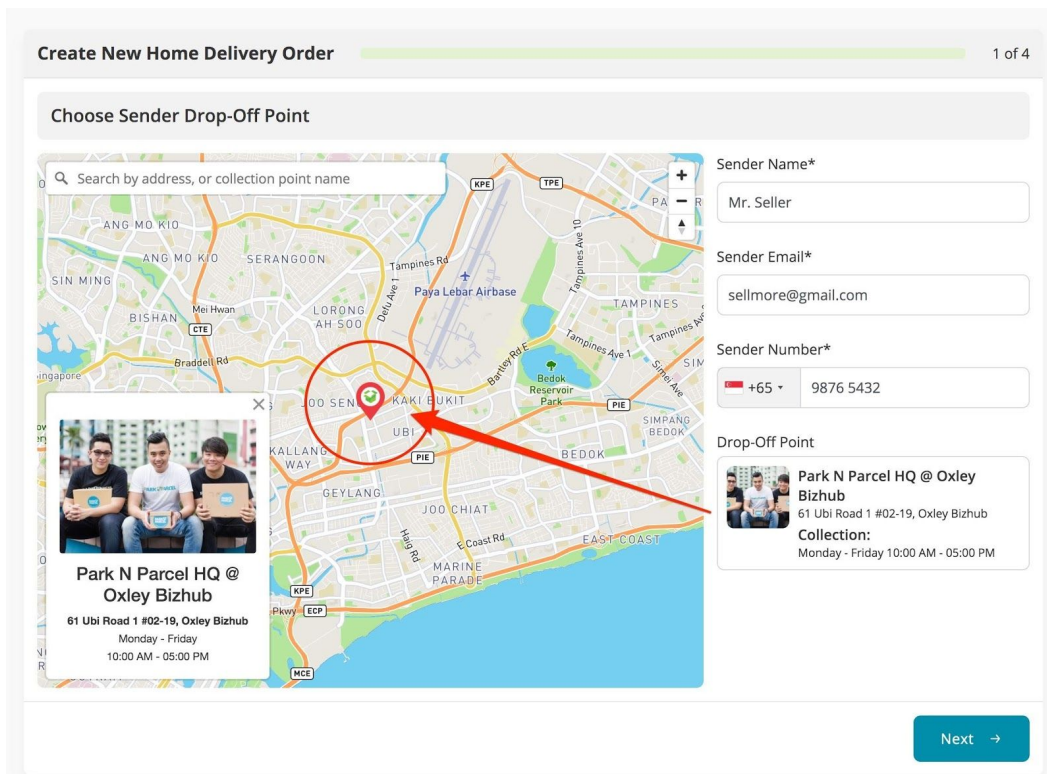


# Booking an order is easy!

1. After [signing up](#), select the **Create Order** button on the main page to create an order.



2. Select **Park N Parcel HQ @ Oxley Bizhub** as the drop off point.



### 3. Key in your recipient's address and details

**Create New Home Delivery Order** 2 of 4

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**Fill Recipient Information** Service Note ⓘ

Recipient Name\*       Recipient Email\*       Recipient Number\*

Postal Code       Recipient Address\*

Building, Floor, Unit, etc.       Parcel Size (Up to 100cm (L+W+H))  Have more than one recipient?

← Back Next →

### 4. Complete Payment via Credit Card, or GrabPay

**Create New Home Delivery Order** 4 of 4

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**Payment for Your Order**

**Credit**

Credit Balance 49.35

**Credit/Debit Card**

**GrabPay**

**Service Notes**

- Your parcel should be below the selected parcel size weight limit, and total dimensions (L+B+H) must be under 100cm - parcels exceeding the selected parcel size may be detained by Park N Parcel.
- The delivery service operates on a Dropoff +4 Business Days timeframe.
- Business days are from Monday to Friday, excluding Public Holidays.
- Drop offs can be done anytime during the Collection Point's operating hours.
- The Delivery Period to the recipient's address will be 10am-10pm. Timeslot selection is not available.
- In the event of a missed delivery, there will be 1 delivery re-attempt.
- Parcels which could not be successfully delivered will be retrieved to our warehouse, and disposed of after 60 days.
- Park N Parcel's liability for any loss of or damage to parcel shall be limited to the invoice amount of the parcel or up to SGD\$50 per parcel, whichever is lower.
- Ensure that you abide by our [Packaging Guidelines](#) and [Terms & Conditions](#).
- Park N Parcel reserves the right, at its discretion, to modify, add, or remove any portions of these policies or terms at any time, without prior notice.

← Back Pay →

5. After creating all your Home Delivery orders, go back to the main page, and select **Create Home Pick Up**

The dashboard displays three summary cards: 'Total Delivery to Collection Points Parcels' (0), 'Total Delivery to Home Parcels' (0), and 'Total Collections Parcels' (0). A 'Loyalty Programme' banner is also present. Below these are two main sections: 'All Order History' (empty) and 'Pending Home Pick Up' (empty). A red arrow points to the 'Create Home Pick Up' button in the 'Pending Home Pick Up' section, which is accompanied by the text: 'Have more than 5 parcels to drop off? Request for your first home pick up!'.

6. Select the parcels for home pick up. Do note you will need a minimum of 5 parcels for home pick up.

The 'Create Home Pick Up' form shows a progress bar at the top right indicating '1 of 3' steps. Below the title, there is a heading 'Select pending parcels for Home Pick Up' and an explanatory text: 'We offer a home pick up service, if you have 5 or more parcels to be delivered. Select the parcels to be picked up, enter your home pick up location details, and we will contact you to arrange for a pick up!'. A table lists six parcels with columns for selection, ID, Tracking Number, Recipient Name, Recipient Number, and Recipient Collection Point. Five parcels are selected with blue checkmarks. A red arrow points to the selection checkbox for parcel 5. A red box at the bottom right of the table indicates '5 Parcels Selected'. A 'Next' button is located at the bottom right of the form.

<input type="checkbox"/>	#	Tracking Number	Recipient Name	Recipient Number	Recipient Collection Point
<input type="checkbox"/>		<input type="text" value="Tracking Number"/>	<input type="text" value="Recipient Name"/>	<input type="text" value="Recipient Number"/>	<input type="text" value="Recipient Collection Point"/>
<input checked="" type="checkbox"/>	1	PND-ZZ-DMMPJD	cacdc	+6591111111	Park N Parcel HQ @ Oxley Bizhub
<input checked="" type="checkbox"/>	2	PND-ZZ-362Y3	Mr Buyer	+6591111111	Toy Outpost @ Northpoint
<input checked="" type="checkbox"/>	3	PND-ZZ-3VR523	Ms Buyer	+6591111111	Toy Outpost @ Northpoint
<input checked="" type="checkbox"/>	4	PNC-ZZ-34796D	A buyer	+6591111111	Toy Outpost @ Plaza Singapura
<input checked="" type="checkbox"/>	5	PND-ZZ-DPJEPD	I.M Buyer	+6591111111	HAKO @ Parkway Parade
<input type="checkbox"/>	6	PND-ZZ-37OMO3	Mee Buy	+6591111111	HAKO @ Parkway Parade

8. Fill in your details so we can contact you for a pick up slot.

**Create Home Pick Up** 2 of 3


Sender Name\*  Sender Email\*  Sender Number\*

Home Pick Up Address\*

Postal Code  Building, Floor, Unit, etc.

**Create Home Pick Up** 3 of 3

Thank You For Your Arrangement



Your request for home pick up has been received.  
We will contact you shortly to arrange for it.

To be able to service all our customers effectively, we will require a **minimum order of 5 parcels** for each pick up.

Please do not drop off your parcels at any Collection Point, as they are all currently closed, as well as to reduce unnecessary travel - let us come to you!