



PARCEL LOCKER INFORMATION

We are pleased to announce that your parcel locker has been installed in the entry foyer on ground floor.






All parcel deliveries will be directed to the parcel locker.

Only special deliveries that require proof of identity will need to be collected from the Courier. When you receive a parcel delivery, you will be sent a notification with instructions on how to collect your item from the parcel locker.

To access your building's parcel locker, download the 'My Parcel Locker' app and register. When you register on the app you will be asked to enter your verification code.

Your verification code can be found on a sticker adhered to the inside of your letterbox.

PARCEL LOCKER BENEFITS

-  Stop parcel theft and identity theft.
-  Improve building security.
-  Never wait around for a parcel delivery again.
-  Collect your parcel at a time that suits you.
-  Collect your parcel within 24 hours of delivery and it's free.

FEES AND CHARGES

The parcel locker is free to use provided your parcel is collected within 24 hours of delivery. Thereafter users purchase a token for each 24 hour period (or part thereof) that the parcel remains uncollected.

As a thank you for downloading the 'My Parcel Locker' app, you will receive two free use tokens.

You can securely top up your account through the app at any time, using a credit or debit card.

If your parcel is not collected within the 24hr free period, the storage fees are as follows:

Gold	\$30.00 for 30 tokens (\$1.00 per use)
Silver	\$15.00 for 10 tokens (\$1.50 per use)
Casual	\$2.50 per token (\$2.50 per use)

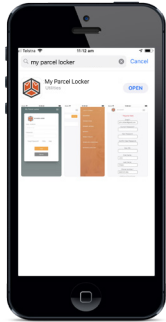
HELP

If you have any questions please contact My Parcel Locker's 7 day helpline on (03) 9034 5079 or view the help pages on our website: www.myparcellocker.com



Helpline (03) 9034 5079
Email info@myparcellocker.com
Website myparcellocker.com

HOW TO DOWNLOAD THE 'MY PARCEL LOCKER' APP



1

DOWNLOAD APP

To download the parcel locker app, simply search for 'My Parcel Locker' in App Store or Play Store.



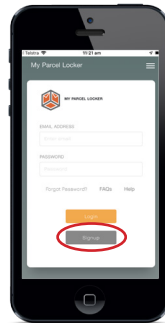
2

SIGN UP

Be sure to sign up and create an account.

Enter postcode 3011.

Enter your locker verification code (found in your letterbox).



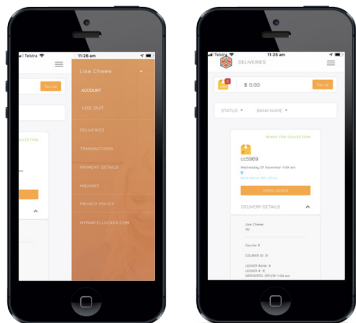
3

BEGIN USING APP

After you have created your account, you can begin using your parcel locker and app. Here you will find 2 free tokens.

To access more options, simply tap the orange menu bar.

- Account
- Deliveries
- Transactions
- Payment
- Moving
- Website/help



HOW TO OPERATE THE PARCEL LOCKER

Download app as per previous instructions. Make sure you include your mobile number on orders when arranging a delivery.

1



2



Your Courier delivers parcel into the parcel locker.

3

You will automatically receive a delivery notification with pin code and QR code (via text/email).



4



When you are ready, go to the parcel locker. Scan QR code **or** enter pin code.



Locker door will automatically open and you can collect your parcel.