

## **How to Create Quick Delivery Order**

1. Select Courier Delivery > Register Quick Delivery

### **Create Order:**

1. Complete Basic & Sender Information
2. Complete Recipient Information
3. Complete Item Information

### **Select Time & Date:**

1. Select the Date
2. Select the Time Slot and input memo if needed
3. Take note of the Pickup Time Slot for driver to collect your parcel

### **Delivery Fee:**

1. Once all information completed, you may check the delivery fee