



# Tracking Notifications Form

Please fill out this form to send tracking notifications to your customers.

## 1. Customer details

Complete the section below:

Business name:

Sender name\*:

\*This name appears in the email or SMS notification that your customers will see. Maximum of 19 characters.

Contact name:

Contact title:

Contact number:

Contact email:

## 2. Set up tracking notifications

Notification types:

You can choose to send notifications by email, SMS, or both email and SMS to your customers. Tick the relevant options you wish to send:

Tracking notification	Email	SMS
Pick up*		
On board for delivery		
Attempted delivery		
Awaiting collection		
Delivered		

\* Please make sure that you are not already sending an existing despatch email notification from StarTrack's despatch systems or your own prior to selecting this notification. Please speak to your Account Manager if you are unsure.

Account details

List all relevant account numbers and corresponding despatch IDs to send notifications from:

Account no.(s) *Mandatory field	Account name(s) *Optional field	Despatch ID(s) *Mandatory field
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### 3. Privacy policy

Please tick all boxes:

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On behalf of the business:

I/We understand that receiving the StarTrack email and/or SMS notifications service involves providing our customers' personal information to StarTrack.

I/We will obtain our customers' consent for us to supply their details to StarTrack for the purpose of receiving notifications directly from StarTrack about their parcel(s).

### 4. Approval

The above reflects the choices I have made for the StarTrack tracking notifications service on behalf of the business.

Full name:

Title:

Signed (type name):

Date: / /

### 5. StarTrack office use only

Account Manager

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Full name:

Mobile no. :

Email:

Date completed:

Signed (type name):

/ /

Application support

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Ticket reference:

Date processed: / /

Go live date (if relevant): / /