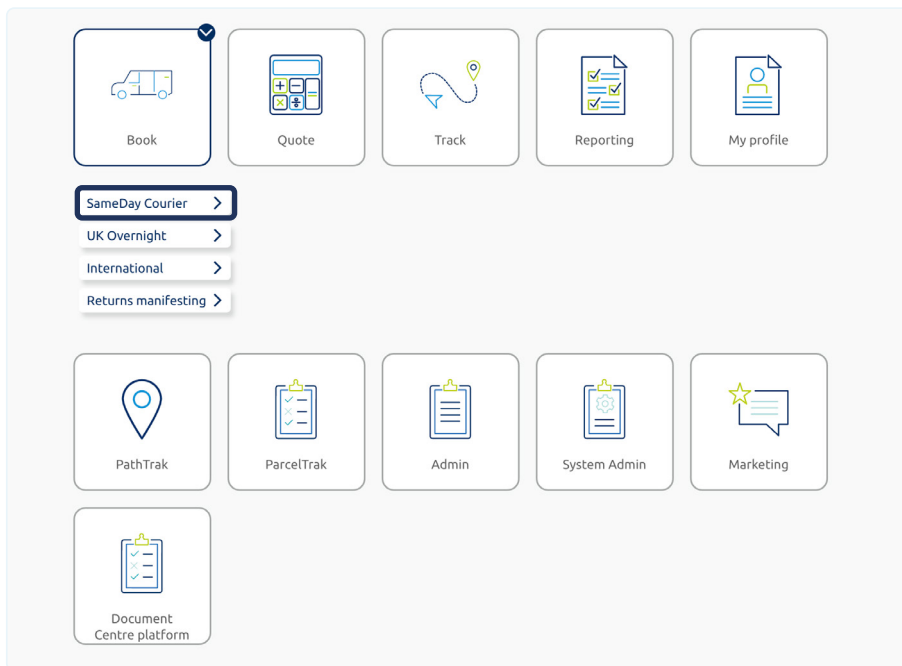


CitySprint Same Day Online booking...

Get your deliveries on the road faster and book using our SameDay Online portal. Booking using our portal is pain-free but we have outlined some key steps of the booking journey to help you along the way.

Sign in to your dashboard

You can do this via the citysprint.co.uk website. Simply login using your email address and password, you'll then land on the dashboard screen.



Add your default settings via [My Profile](#) and book faster.

You can set your:

- ➔ Sender details
- ➔ Collection address
- ➔ Delivery address
- ➔ Service

Your single login will give you access to all accounts that are aligned to your profile and you also have access to book next day and international deliveries.

Quick tip: You can manage your profile and address book for both platforms via the dashboard.

Select your account and booking references

Choose the account you want to book against. If you have access to multiple accounts, they will be listed in the dropdown (highlighted in red below).

Your booking reference fields can be altered to suit your needs, for example cost codes, PO numbers, user IDs. You can have up to four reference fields set and each field will accept up to 30 characters.

CLIENT NUMBER ACCOUNT NUMBER

Attention: To protect customers & couriers, all deliveries are 'contact-free', meaning a courier will verbally take the recipient's name instead of a signature & we can 'leave seen' for those who are unable to open the door for deliveries at residential addresses.

[Dashboard](#) > [Booking](#) > [New booking](#)

Add your sender details ?

This could be you or someone you're booking on behalf of

Use my details

Sender name * Contact number

Email address

Need to add any booking references? ?

Add up to four booking references; these will appear on your invoice

Department	<input type="text"/>
Reference	<input type="text"/>
Reference2	<input type="text"/>
Reference3	<input type="text"/>

Select your booking type

What type of delivery do you need to book? ?

Single delivery

Multiple collection and/or delivery

Wait and return

Please note: If you need help with routing your deliveries, please call your local service centre team.

Add your collection details

If you have saved addresses, click on the **Address Book** button to search for and select your preferred one. Alternatively, you can select your default address. You can set your default and upload saved addresses via your address book which can be found on the dashboard.

Address list ✕

Please enter the details below

Address name <input style="width: 90%;" type="text"/>	Street <input style="width: 90%;" type="text"/>
Company name <input style="width: 90%;" type="text"/>	Town <input style="width: 90%;" type="text"/>
Building name/ no. <input style="width: 90%;" type="text"/>	County <input style="width: 90%;" type="text"/>
Postcode <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Show all

Search and select a saved address

If you're not using a saved address, start by entering your house number and postcode in the respective fields. Click the **Find address** button and select the correct address. If you do not have the postcode you can click on the **Postcode unknown** box and use the postcode checker to locate your collection address. Don't forget to select if your package is ready for collection now or pre-book for a future date and time.

Enter your collection details ?

Use my default address [Choose from address book](#)

Recent addresses

Enter address Find address using street, postcode

[Enter address manually](#)

Total no. of items

Postcode look up ✕

Please select the correct address

Addresses	Select
<input type="radio"/>	54-56 Scrutton Street,,LONDON,,EC2A 4PH
<input checked="" type="radio"/>	Citysprint (UK) Ltd,58-62 Scrutton Street,,LONDON,,EC2A 4PH
<input type="radio"/>	Westone Couriers,58-62 Scrutton Street,,LONDON,,EC2A 4XP

1 2 3

Complete your collection details by adding the contact name and number for the collection, as well as the date and time for when you want the collection to take place.

Quick tip: We want to make sure your delivery gets to its final destination safely. Ensure your consignment is well packaged; if you need help our guide can be found [here](#).

Enter your collection details ?

Use my default address [Choose from address book](#)

Recent addresses

Enter address

Company name

Address 1 *

Town/City *

Postcode *

[Enter address manually](#) [Clear address](#)

Save to address book

Contact name

Contact number

What are we collecting? *

Total no. of items

Please add details for each parcel the courier is to collect. This will give your courier a clearer indication of what they are collecting for you, and will also ensure that the correct vehicle is chosen.

×

Describe what is being sent ?

Item barcode

Item name

Width (cm) Weight(kg)

Length (cm) Height (cm)

Items you are sending ?

Item barcode	Item name	Weight(kg)	Width (cm)	Height (cm)	Length (cm)

Add your delivery details

Follow this section as you did when you entered your collection details- you can also use your saved and default addresses here. **Please note**, if you have booked a multiple delivery job you'll need to add the delivery address details for each delivery stop (you can add up to five). If you have more than 5 addresses that need to be added, please email nationalcustomer@citysprint.co.uk with your account number and full address details. We can enable up to 30 addresses on your profile so you will be able to self-serve after we've enabled this functionality for you.

Enter your delivery details ⓘ

Use my default address [Choose from address book](#)

Recent addresses

Enter address

Company name

Building name

Town/City ⓘ

Postcode

[Enter address manually](#) [Clear address](#)

Pick the service that's right for you

You can select either our standard SameDay courier service or our Priority one. Each option has a range of vehicle types to choose from but you'll see its default is a small van. We are unable to auto-populate the right vehicle type for the size of your delivery so if you need help choosing the right vehicle, check out our guide [here](#). Don't forget, you can also set your default service via [My Profile](#).

We also have a range of specialist vehicles which our support team can book for you. Get in touch with them by calling your local service centre or by emailing nationalcustomer@citysprint.co.uk.

Which SameDay Courier service do you need? ⓘ

Estimated delivery time

We want to be as transparent as possible. Our estimated delivery time is an approximate indication of when your courier will complete the delivery. You can edit this to suit your requirements as well (but you won't be able to make this any earlier than the default time). If you've booked a multi-stop booking, the time displayed will be to


Estimated delivery time ⓘ

Deliver by date (dd/mm/yyyy) Deliver by time

Please note: Changing the delivery time to one later than that quoted doesn't mean the courier will not attempt to deliver prior to this time. If there are conditions that need to be set for your delivery, please insert them in the instructions field of the delivery address section.

Confirm your booking

Click on the **Next** button at the bottom of the page and review your booking summary. Check your details carefully - if you are happy to proceed click the **Confirm** button; if you want to make any changes click on the **Amend** button. If you're not quite ready to book yet, click **Save quote** (you can also print this summary page). Don't forget to add your promo code if you have one!

Service details		Service price	
Everyday - Small van	 <p>Small van</p> <p>1 x 1.2 x 1m (LxWxH) and can carry 400-600kg e.g. A Printer</p>	Net price (Ex. VAT)	£ 62.99
		VAT	£ 12.60
		Total	£ 75.59

Promo code

Promo code

[APPLY](#)

All bookings are subject to our Terms & Conditions. Bookings may incur extra charges such as waiting/loading time, road tolls and congestion charge.

[NEW BOOKING](#)
[PRINT QUOTE](#)
[SAVE QUOTE](#)
[AMEND](#)
[CONFIRM](#)

Your booking will only be confirmed if you have a booking number.


Booking confirmation

Thank you for booking with CitySprint. Your booking number is: **39692433**

✓ BOOKED

Amend or cancel a booking

You can amend or cancel your booking up until the point where your job has been allocated to a courier. Do this by clicking on the **View online bookings** button to the right of your screen.



Contact us

For more information contact us on 0330 808 8006

Dashboard

[New booking](#)

[New quotes](#)

[Book from saved quote](#)

[Manage saved bookings](#)

[View online bookings](#)