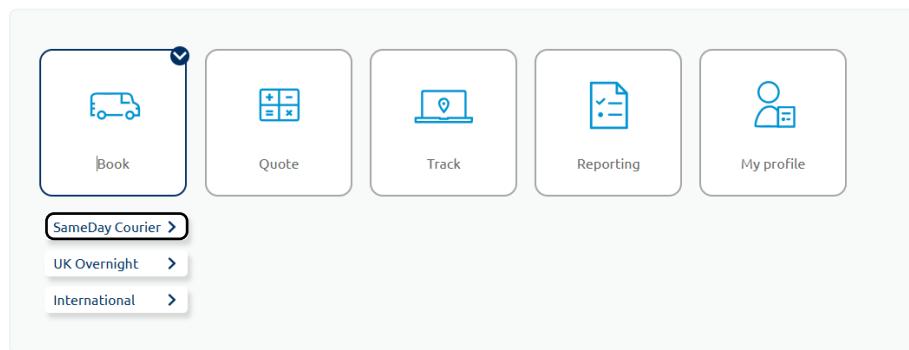


CitySprint Same Day Online booking...

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 type="text"/>	Street	<input type="text"/>
Company name	<input type="text"/>	Town	<input type="text"/>
Building name/ no.	<input type="text"/>	County	<input type="text"/>
Postcode	<input type="text"/>	<input type="checkbox"/> Show all	<input type="button" value="Search"/> <input type="button" value="Close"/>

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 <input type="checkbox"/>	Choose from address book
Recent addresses	<input type="button" value="--Select--"/>
Enter address	<input type="text" value="Find address using street, postcode"/>
	Enter address manually
Total no. of items	<input type="text" value="0"/> <input type="button" value="Select address"/>
What are you sending? 	

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	<input type="checkbox"/>	Choose from address book
Recent addresses	<div style="border: 1px solid #ccc; padding: 2px; width: 100px; margin-bottom: 5px;">--Select--</div>	
Enter address	EC2A 4PH	
Company name	Citysprint (UK) Ltd	
Address 1 *	58-62 Scruton Street	
Town/City *	LONDON	
Postcode *	EC2A 4PH	
Enter address manually Clear address Select address		
Save to address book	<input type="checkbox"/>	
Contact name	<input type="text"/>	
Contact number	<input type="text"/>	
What are we collecting? *	<input type="text"/>	
Total no. of items	3	What are you sending? 

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.

CitySprint We deliver

Describe what is being sent 

Item barcode	<input type="text"/>		
Item name	<input type="text"/>		
Width (cm)	<input type="text"/>	Weight(kg)	<input type="text"/>
Length (cm)	<input type="text"/>	Height (cm)	<input type="text"/>

Save Cancel

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 salessupport@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 

<input type="checkbox"/> Use my default address	Choose from address book
<input type="button" value="--Select--"/>	
Recent addresses	
Enter address	EC2A 4PH
Company name	Citysprint (UK) Ltd
Building name	58-62 Scrutton Street
Town/City *	LONDON
Postcode	EC2A 4PH

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

Pick the service that's right for you

For items that need to get there on the Same Day but aren't time sensitive, choose our standard Same Day option. If you have an important deadline that require your items to arrive at a specific time, choose our Timed service. For extra security and peace of mind, our Dedicated service ensures your parcel goes on a direct route from point A to B in a dedicated vehicle.

Depending on your service option, you will also have a wide range of vehicles you can choose from. 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](#).

Select one of our Same Day delivery options

Same Day

Our most cost-effective service, collection within 60 minutes

Timed

The most popular option, collection within 60 minutes

Dedicated

Our most secure service, with no other items on board. Collection within 60 minutes

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).

Estimated delivery time 

Deliver by date (dd/mm/yyyy)	<input type="text"/>	Deliver by time	<input type="text"/> 00	<input type="text"/> 00
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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.

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	 Small van 1 x 1.2 x 1m (LxWxH) and can carry 400-600kg e.g. A Printer	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: **39692463**

✓ **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