

CART NOTE SYSTEM

- The Contractor will be responsible for providing the following information to the Corporation, and such information will be entered on a Cartnote prior to departure from the Harvesting Unit:
 - Date of loading
 - Load source
 - Product
 - Delivery location
 - Transport contractor
- The Corporation will issue Cartnote books to the Contractor.
- The information required on a Cartnote must be written clearly on the Cartnote with ballpoint pen prior to leaving the Log Storage Area.
- Sufficient information will be provided to the Contractor by the Corporation to enable the Contractor to complete the Cartnote.
- Any load not accompanied by a correctly completed Cartnote will be impounded at the measuring/weigh station pending investigation as to the source of the load.
- The Contractor must ensure that the Cartnote is presented with each load at a mill/measuring/weigh station as proof of delivery.
- At an unmanned weighbridge the Contractor must operate the weighbridge by using the Dallas Key (or equivalent). The indicated gross and tare weights must then be entered onto the Cartnote. The Cartnote and Weighnote must be returned to ForestrySA.
- The Corporation reserves the right to inspect load documentation at any time in transit or at a delivery location, in order to satisfy audit and chain of custody requirement.
- The Contractor must maintain each Cartnote book in clean and readable condition.

Source Copy (Blue) – left at loading area

Mill Loader Copy (Green) – left at customer log yard

ForestrySA Copy (White) – to be returned within 24 hours

Customer Copy (Pink) – to be left at the customer's office

Transport Contractor Copy (Yellow) – retained by the transport contractor

Harvest Contractor Copy (Blue) – retained by the harvest contractor

Book Copy (White) - remains in book.

FORESTRYSA COPY MUST BE RETURNED WITHIN 24 HOURS
COMPLETED ROUNDWOOD CARTNOTE BOOKS MUST BE RETURNED WITHIN 24 HOURS.
NEW BOOKS WILL BE ISSUED WHEN THE COMPLETED BOOKS ARE RETURNED.