



Guide to Complete Upload Template

List of relevant fields and their description

Charge Account – Your Tara account number

Company Name – Your company's name

Pickup Co. Name – Name of the company/individual we are picking up from

Pickup Contact Name – Name of the contact person at the pickup location

Pickup Phone – Phone # of pickup contact

Pickup Street 1 – Physical Street Address

Pickup Street 2 – Complex or Shop #

Pickup City – City or major of the pickup location

Delivery Co. Name – Name of the company/individual we are delivering to

Delivery Phone – Phone # of delivery contact

Delivery Street 1 - Physical Street Address

Delivery Street 2 - Complex or Shop #

Delivery City – City or major of the delivery location

Pickup From Date & Time – Beginning of the time period for pick-up which is 9:00 am

Pickup To Date & Time – Ending of the time period for pickup, which is 12 noon for Same Day service & 5 pm for Next Day service

Pickup Comments – Brief description of items and how they are packaged

Delivery Comments – Any additional information to assist with safe delivery

Caller – Name of the person requesting the bulk upload

Phone – Phone # of person requesting the bulk upload

Email – Email address of the person requesting the bulk upload

Important Notes

Upon completion of the upload template, please return via email to the following email addresses: customerservice@taracan.com & it_support@taracan.com. It is very important also that the email indicates whether the orders or for **same day** or **next day** delivery. Click the following link: <https://www.taracan.com/rates/> for more details regarding our services and rates.

The applicable areas for same-day service include:

Kingston TO Ocho Rios, Mandeville, Montego Bay, Falmouth, Negril, Savannah-La-Mar, May Pen, Old Harbour, Portmore, Spanish Town, and Santa Cruz.

Montego Bay, Ocho Rios, Mandeville, Portmore, Spanish Town, and May Pen TO Kingston.

Kingston TO Kingston

Montego Bay TO Montego Bay

All other areas would be Next Day