



Port of Felixstowe
Tomline House, The Dock, Felixstowe
Suffolk, IP11 3SY, United Kingdom
Tel : +44(0)1394 604600
Fax : +44(0)1394 604949
www.portoffelixstowe.co.uk

To: The Felixstowe Dock and Railway Company
Tomline House
The Dock
Felixstowe
Suffolk
IP11 3SY

Vehicle Booking System (VBS) - Automatic Return to Exchange of VBS Bookings

As a VBS registered road haulage operator carrying out “shunting” operations at the Port of Felixstowe I/we hereby request that you disable the auto return to exchange function on my/our VBS account with immediate effect as I/we consider we meet the criteria as outlined within the **VBS FAQs** which define a shunt operator for the purposes of VBS. Please find attached a list of the vehicles which are used for shunting purposes to assist the evaluation against said criteria.

I/we acknowledge and accept that in requesting the disabling of the auto return to exchange function on my VBS account the possibility of “No Show” charges being incurred by me/us on my/our VBS account may as a result be greater than would otherwise be the case.

I/we confirm that I/we have read and understood the terms and conditions applicable to the use of VBS (as maybe amended from time to time) and in particular the related charges.

Authorised Signature of VBS Customer: _____

Position: _____

Date: _____

Company Name (if applicable): _____

Address: _____

For completion by VBS Administrator only

VBS Administrator (name): _____

Date Request Received: _____

Date Request actioned: _____

