

Book a consignment

A quick visual guide to the Rush Europe booking portal



Before you start



Pickup + delivery

Full address, postcode and contact details



Parcel details

Piece count, total weight and dimensions if known



Job details

Service, contents/value, collection time and reference

The booking journey

1

Sign in and open Booking

Log in to the portal, select Booking, and confirm the destination country.

2

Enter both addresses

Complete pickup and delivery names, address lines, town, postcode, country, telephone and contact fields.

3

Add parcel information

Enter number of pieces and the total shipment weight. Use dimensions when the service requires them.

4

Choose the service

Select the correct domestic service and only tick extras that apply, such as Fragile or Security.

5

Set collection details

Enter the collection point. Choose Ready Now or enter the collection date/time and vehicle option.

6

Describe and value the goods

Add a clear goods description and value. Select insurance if required, then refresh the quote.

7

Review quote and references

Check the service, estimated delivery and charges. Add purchase order, reference or notification email.

8

Submit and verify

Select Submit, open the job, confirm the status and shipment details, then print/download the label.

GOLDEN RULE

Check every postcode, contact number, piece count, weight, service and price before selecting Submit.

Build the booking

Work from the top of the form down - required fields first



1 PICKUP + DELIVERY ADDRESSES

Menu Booking

Destination Country
GB UNITED KINGDOM

Pickup Address

Consignor
Graham Power

Address Line 1
Unit 3

Address Line 2
Highway Trading Estate

Address Line 3
Hackford Street

Town
London

Country
GB UNITED KINGDOM

Delivery Address

Consignee

Address Line 1

Address Line 2

Address Line 3

Town

Postcode

Address Book

2 PIECES, WEIGHT + DIMENSIONS

Collection Deadline Date / Time
Minimum 2hrs

Delivery Deadline Date / Time
Minimum 2hrs (Saturday only)

Pieces and Weight

Number of pieces
1

Total Weight (all pieces)
8.5

Create a New Box Type

Click to Show Dimensions

Service Type

Domestic Service
Overnight: Courier Pack before 10.30am (CP10)

☐ Fragile

☐ Security Option

☐ APC Non-Conveyable Option

☐ APC Resolute Collection (PUR)

☐ APC Leave Safe

ADDRESS CHECK

Use the address book where available. Confirm the postcode and telephone/contact fields on both sides. Add collection/delivery deadline dates only when they apply.

3 SERVICE + OPTIONAL EXTRAS

Service Type

Domestic Service
Overnight: Courier Pack before 10.30am (CP10)

☐ Fragile

☐ Security Option

☐ APC Non-Conveyable Option

☐ APC Resolute Collection (PUR)

☐ APC Leave Safe

☐ APC Consignee Choice to Leave Safe

Collection Details

Collection Point

☐ Ready Now

Date / Time
2 Nov 10:00

Please choose types of Overnight services or scroll down for Same Day services.

4 COLLECTION + GOODS + QUOTE

Commodity

Goods Description
Laptop

Goods Value

☐ Insurance

Add Commodity Detail

£15.53 +VAT 3.11

NOTE: Overnight service with an Estimated delivery time of 20:06/07/36/16/00/00

Alternate Services

LP10 Liquid Product before the end of business (LP10) Overnight service with a 1 transit and a service time of 18:00/00 £16.95	ND12 Parcel before 12:30 (ND12) Overnight service with a 1 transit and a service time of 12:00/00 £17.38	ND10 Parcel before 10:30am (ND10) Overnight service with a 1 transit and a service time of 18:00/00 £24.72
LP12 Liquid Product before 12:00 (LP12) Overnight service with a 1 transit and a service time of 12:00/00 £25.29	LP10 Liquid before 10:30am (LP10) Overnight service with a 1 transit and a service time of 18:00/00 £26.14	

Extra Options

Special Instructions

References

Purchase Order

You're goods not safe

! WHEN THE QUOTE CHANGES

Changing service options, goods value or insurance can clear the price. Select Check Quote again and confirm the updated total before continuing.

Review, submit and confirm

A booking is complete only after the job record and label are available



5 REFERENCES + SUBMIT

Extra Options

Special instructions

References

Purchase Order

Ref2

Invoice Note

Third party email

Notification email

Submit

MY RUSH PORTAL SETTINGS DRIVER RUNSHEET OPEN A DIRECT DEBIT ACCOUNT

Problems logging in?

6 CONFIRM THE JOB RECORD

5308213

Shipment Summary

Summary Details

Forwarding Ref: 5308213

Status: Confirmed/Waiting Driver

Collection: 2026.07.29 09:23:50

Service: ND16

Compass: UNITED KINGDOM

Purchase Order: 123456

Price: 25.00

Operator: Gateway

Charge Weight: 0

Volume: 0.00

PIECES	WEIGHT	LENGTH	WIDTH	HEIGHT	VOLUME
1	0	-	-	-	0

Charge Breakdown

CODE	REFERENCE	COST
IT	Insurance cover on 500	10
AA	Security Option	3

Map showing collection and delivery locations.

7 OPEN / PRINT THE LABEL

TBG

Collection

Graham Power Unit 3 | Highway Trading Estate, London E1W 3JR

Consignment has been Booked

7/29/2026

Items

Scan Item Barcode

Register Item

Print Files

1 / 1

70%

Barcode and label information including S K 92 ND16 9 and TN2 5HQ.

Final check

- ✓ Booking number is shown
- ✓ Status confirms the job is booked
- ✓ Collection and delivery are correct
- ✓ Service and charge breakdown match
- ✓ Label opens and barcode is clear

NEED TO CORRECT SOMETHING?

Stop before submitting if the price or details look wrong. After submission, use the booking/job record to verify what was accepted and contact the appropriate Rush Europe support route if an amendment is needed.