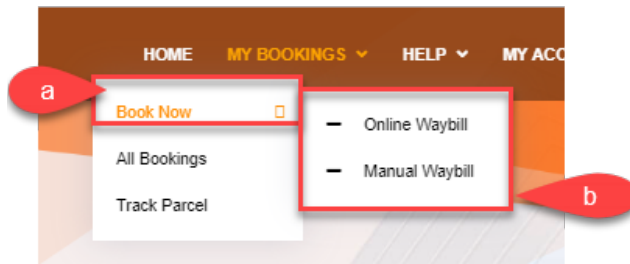


HOW TO CREATE BOOKING

1. Login to TAG Delivery
2. Go to My Bookings > Book Now
3. Select type of waybill



A. Online Waybill - customer prints the waybill after creating a booking.

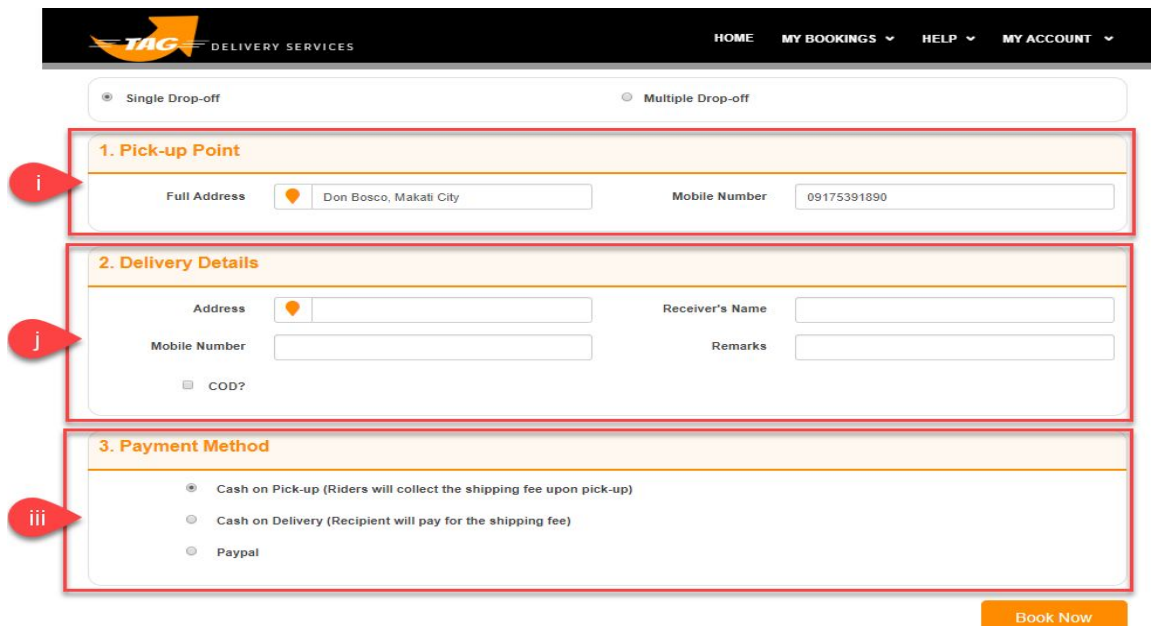
- Select drop-off type

Single Drop-off
 Multiple Drop-off

- Enter the following information then click **"Book Now"**
 - i. Pick-up point
 - ii. Delivery Details

+ Add New Address for multiple delivery

- For multiple Drop-off, click
- iii. Payment Method



- On success booking Page, Click


Print Waybill

Tip: Clicking  will display google maps.

B. Manual Waybill - customer will write manually on the waybill provided by the rider.

- Enter the following information then click **"Book Now"**
 - i. Pick-up point
 - Home : default pick-up location
 - Custom : Enter different pick-up location.
 - ii. Mobile Number
 - iii. Special Instruction (if any)

The screenshot shows the TAG Delivery Services booking interface. At the top, there is a navigation bar with the TAG logo and links for HOME, MY BOOKINGS, HELP, and MY ACCOUNT. Below this is a section titled "1. Pick-up Point". It contains three main input areas: a location selection section with radio buttons for "Home: Don Bosco, Makati City" and "Custom:", a "Mobile Number" input field with the value "09170000000", and a "Special Instructions" input field. A "Book Now" button is located at the bottom right. Red callout boxes with letters "i", "ii", and "iii" point to the location selection, mobile number, and special instructions fields respectively.

Tip: Clicking  will display google maps.