



**Port of Felixstowe**  
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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:** \_\_\_\_\_

