



Delivering to Telethon Kids Institute

Information Guide

Introduction

Telethon Kids Institute is located in a purpose-built facility at Perth Children's Hospital (PCH).

About the Loading Dock

All deliveries to Telethon Kids Institute must come through the loading dock.

Telethon Kids Institute's loading dock delivery hours are **8am to 4pm**. Deliveries outside of these hours cannot be received.

The loading dock address is:

PCH Loading Dock from Winthrop Ave
200Mtrs past Monash Ave T section Lights
Enter Slip-lane for PCH Loading Dock
NEDLANDS WA 6009

Labelling

Packages delivered to Telethon Kids Institute must have very clear contact details and storage conditions labelled on the box.

All deliveries must have labelled on the package:

- Telethon Kids Institute
- Contact name of the person who the item is for
- Purchase order number

Additionally, **all temperature sensitive deliveries must be clearly labelled** on the package:

- Temperature requirements while in transit
- Temperature requirements for storage

Booking into the Loading Dock

Suppliers or staff wishing to deliver items to the loading dock are required to book the loading dock. To do this you will need to email pchloadingdock@health.wa.gov.au. A member of the PCH loading dock staff will then be in touch to confirm dates/times and requirements.