



Packing and Bulk Supply Delivery Guidelines

Please note and observe the following key points to ensure your bulk supply of leaflets/letterheads are received in accordance to our terms and conditions

- ✓ It is preferred that leaflets and brochures should be bulked packed in cardboard boxes and marked clearly with the quantity, Each package must clearly indicate the item contained either by a copy of the item or a descriptive label
- ✓ Palletised stock should be securely banded with a plastic cross strap, in equal amounts clearly labelled and weighing no more than 11kg. They must also be clearly marked with the number of copies within the band
- ✓ Minimise the use of packaging; instead of using filler in an oversized box, please use a smaller box
- ✓ A delivery note must accompany all consignments. The delivery note should state the number of pallets/cartons, contents per carton and total copies, item title and sender details. When sending consignments via a courier please affix the delivery note to the delivery
- ✓ Delivery companies must ensure all delivery notes are signed, dated and timed by the person accepting the delivery. If no delivery note is received we will request that you complete one of ours
- ✓ Pallet deliveries must not exceed 1,000kg (inc. pallet weight) and be no more than 127cms (50 inches) high and all stock must be securely banded as above and secured onto pallets
- ✓ Fork lift/pump truck facilities are available, however only secure, undamaged pallets will be offloaded
- ✓ Warehouse staff will endeavour to off-load any delivery as soon as possible, however this may not always be possible especially during busy periods. At these times a queuing system will be put in operation (ie. 4.00pm-5.00pm is usually a busy period due to outgoing mail and prior arrangement is requested during this period)
- ✓ Over supplies of stock will be notified and will only be stored at our warehouse for 60 days, unless prior agreement is made, otherwise surplus/out of date stock will be recycled
- ✓ Collection of stock from the warehouse generally requires 24 hours notice in order for your goods to be made ready
- ✓ Warehouse opening times:

Monday to Friday 8.30am – 5.00pm

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