



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

- Where possible leaflets and brochures should be bulk packed.
- Palletised stock should be securely banded with a plastic cross strap, in equal counts clearly labelled and weighing no more than 12kg. 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.
- Each package must clearly indicate the item contained either by a copy of the item or a descriptive label.
- All consignments must be accompanied by a delivery note. 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.
- Pallet deliveries must not exceed 1,000kg (inc. pallet weight) and be no more than 127cms (50ins.)high.
- All stock must be securely banded as above and secured onto pallets.
- Fork lift 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. (N.B. 4pm to 5pm is usually a busy period due to outgoing mail)
- Over supplies of stock will only be stored at our warehouses for 1 month, unless prior agreement is made with account managers.
- Collection of stock from the warehouse requires 24 hours notice.
- Warehouse opening times:

Monday to Friday 9.00am – 5.00pm.

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