



# Goods Inwards Delivery Specification

## For Direct Mail Production

**A minimum notice period of 48 hours is required. Please request a booking in reference from your designated account manager which must be detailed on all paperwork on each delivery. Any deliveries without a booking reference will be rejected**

**Please provide the following information to ensure the delivery is accepted -**

- 1. Booking in reference**
- 2. Client name**
- 3. Version code and quantities**
- 4. Pallet quantity**
- 5. Account Manager**

**Please securely pack all items to ensure there is no damage during transit. Items must be packaged in a uniformed direction whenever possible or a minimal number of turns depending on individual item as items will be Hopper Fed.**

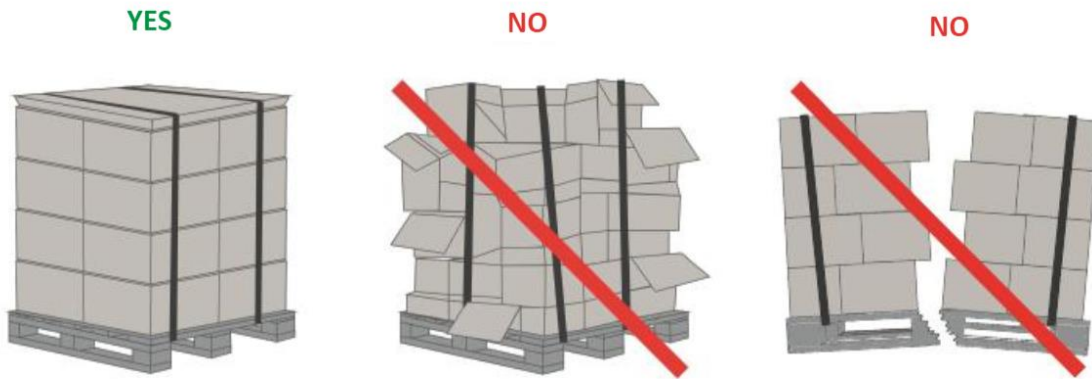
**PREFERRED PALLET SIZE:**

**1200mm (48") x 1000mm (40") conforming to ISPM15.**

**Other sizes are accepted but MUST be advised when booking a delivery**

- 1. Pallet Height Must Not Exceed 1.2m**
- 2. Maximum pallet weight accepted is 700kg**
- 3. Pallets should be banded both ways using Plastic Strapping. We do NOT accept any pallets that are secured with Metal Strapping**
- 4. Pallets should be adequately wrapped and labelled to ensure that all products are suitably protected during transit to prevent any damage occurring**
- 5. Items should not be mixed on the same pallet unless your Account Manager has agreed in advance and the delivery note states: Agreed Mixed Pallet**
- 6. Each product must be clearly identified and pallet labels displayed stating pallet content**
- 7. All deliveries must be accompanied by a delivery note covering the entire delivery. Any discrepancies will not be corrected manually resulting in rejection and will need to be re-scheduled**
- 8. All deliveries MUST provide 10 sample products of each item being delivered/supplied that must be contained within a suitable polybag or envelope listing the Account Manager's name and version type/stock code**

9. Ensure that when using an Overnight Courier, a delivery note is placed on the outside of Pallet One and be accessible. Samples must also be contained within a polybag envelope and attached to box (even if only 1 box is supplied)



## DELIVERY ADDRESS

**Central Mailing Services Good Inward**  
**59-60 Gravelly Industrial Park**  
**Tyburn Road**  
**Erdington**  
**Birmingham**  
**B24 8TQ**

## HOW TO FIND US

