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
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HOW TO FIND US