

Deliveries procedures

Please deliver bulky magazines or brochures securely wrapped and bulk packed on pallets. If material needs to be turned for transportation then please ensure they are turned in quantities of at least 25's. If for example material is delivered turned in 5's or 10's then additional staff are required to run the job and job speed can be significantly reduced. We will seek to pass these additional costs onto the printer unless we are consulted in advance of delivery and approve any special job requirements.

Opening hours and contact information

Opening Hours are Monday to Friday 8.45am – 5.30pm. Saturdays and out of normal hours by prior arrangement, please contact the Goods-In Department on 01953 880044 or by email info@corporatemailingservices.co.uk.

Delivery Address:

**Precision Marketing Group T/A Corporate Mailing Services
Unit 8 & 9
Breckland Business Park
Norwich Road
Watton
Thetford
Norfolk IP25 6UP**

Booking in procedures

Deliveries over 6 standard pallets are required to be booked in with the Goods-in department 24 hours prior to delivery.

When booking items please supply the following information:

- The number of pallets to be delivered.
- The Stock items to be delivered.
- Name of the client.

Delivery note

An accurate **delivery note must** be supplied with the delivery. Failure to do so could result in a delay on the production of your job. The delivery note must contain the following information:

- Customer Name and job name
- Supplier's name and telephone number
- Number of pallets
- Number of Cartons
- Overall quantity of each stock item in the delivery and the stock name

Boxed delivery of items

- All boxes of stock must be clearly marked with a label advising of the quantity contained in each box and the name of the stock item (This should match the details showing on the delivery note).
- Boxes of stock should not weigh more than 25kg
- We cannot be responsible for mixed boxes of stock delivered to us.
- We assume the quantity delivered matches the delivery note and we reconcile the number of boxes and the quantities stated on the boxes with the delivery note.
- Any stock items that arrive in an unsuitable condition (i.e. the boxes are crushed or have split open) will be recorded on the driver's delivery note copy and the items photographed as received. We will then send you the photos in order that you can follow up with your supplier and shipping company as necessary.

Pallet delivery

- Pallets of stock should clearly display an identification label with the stock items and the quantity on each pallet.

- The standard Pallet size for our warehouse is 1000x1200cm. We can take delivery of all pallet sizes including printer's pallets and euro pallets if necessary.
- Mixed pallets can be accepted but each box/pallet must be clearly labelled.