

## **GOODS IN AND DELIVERY PROCEDURES**

### **Booking In and Warehouse Opening Hours**

Deliveries can be made between 08.00 and 17.30 Monday to Friday. Any deliveries that are 2 pallets or less do not have to be booked in. Deliveries that are more than 2 pallets need to be booked in with your DP account handler and confirmed to [graham.taylor@dpdirect.co.uk](mailto:graham.taylor@dpdirect.co.uk). Any deliveries outside these times can only be made with the prior agreement of the relevant DP Direct Account Manager.

### **Delivery Notes**

All deliveries must be accompanied by a detailed delivery note which must be signed by a member of DP Direct staff. Delivery notes must show the following information:

- Number of pallets
- Total Quantity
- Product Description
- Customer Name
- Version Numbers and code where applicable

### **Packing and Labelling**

All deliveries should be palletised unless single boxes.  
All pallets should be 4 way entry maximum size 1200 x 900mm  
Pallets must be no more than 1.2m high  
All boxes and pallets must be labelled on one short and one long edge, labels to display the following information:

- Number of pallets in the consignment e.g 1 of x, 2 of x etc
- Product Description
- Customer Name
- Version Number and code where applicable
- Quantity on pallet
- Quantity in box – where applicable

For pre-boxed items, pallets should be interleaved between each layer to avoid crushing, pallets should be shrink wrapped and 4-way strapped

For bulk packed and unboxed product, in addition to the above pallet requirements, pallets should have rigid corner protectors and pallet covers on the top of each pallet and preferably interleaving every 600mm in height

## Presentation of Continuous Stationery on Reels

The overall diameter of the reels must be no more than 1000mm.

Reels of continuous stationery must be presented on 4-way entry pallets with a maximum size of 1200 x 900mm. The pallets must be of a sturdy construction, with a flat, solid platform attached to the deck of the pallet for the reels to sit upon - smooth chipboard, thick hardboard or plywood are suitable.

Reels must be securely strapped to the pallet with straps:

Two straps running over the outside of each reel and under the deck of the pallet

Two straps (or one continuous) running through the reel core and under the deck of the pallet

Any straps that run over the edges of the reel must have suitable re-enforcements under them to prevent any damage to the reel.

Reels must be firmly chocked back & front on the pallet to prevent the reels from rolling. Wood, rubber or dense poly foam are suitable. Please do not nail the chocks to the pallet. Cardboard reel cores are also suitable.

The sides of the reels must not overhang the sides of the pallet.

The outsides of the reels must be wrapped in stretch-wrap or heavy paper and the whole pallet wrapped with stretch-wrap.

Reels must be clearly labelled as detailed above.

Please see the diagram below. If you has any questions please contact your Account Manager.

