

bakergoodchild
PRINT. MAIL. POST.

DELIVERY & PRODUCT ACCEPTANCE SPECIFICATION

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We have created these delivery instructions to make it as easy as possible for you to deliver into bakergoodchild.

Unfortunately, we may have to refuse deliveries that are not booked in or are presented incorrectly (including palletised deliveries), so please read through carefully. We're here to help so any questions you have please feel free to contact us on the details below.

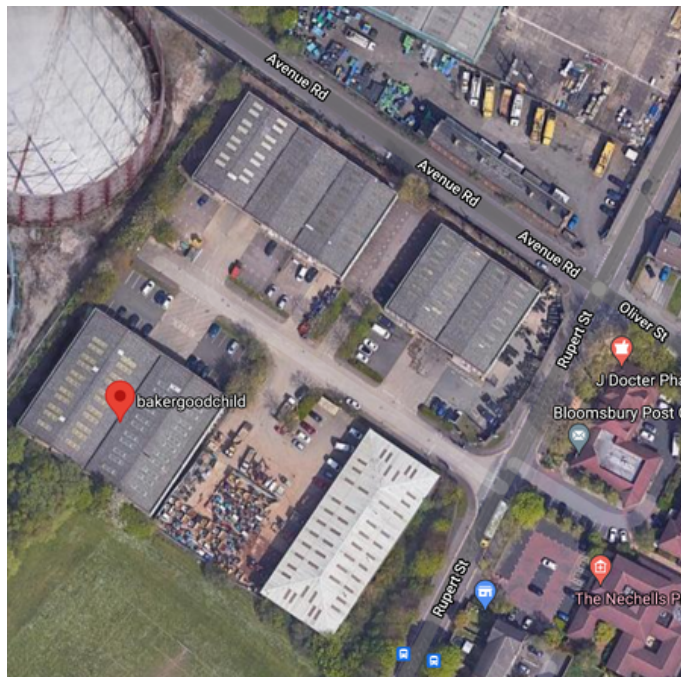
To book your delivery in please contact us on:

0121 272 1817

warehouse@bakerg.co.uk

DELIVERY ADDRESS

bakergoodchild
6-7 Windsor Industrial Estate
Rupert Street
Birmingham
B7 4PR



In order for us to keep you and our team safe it is important that all delivery drivers are wearing the relevant PPE equipment, high-viz and steel toe cap protectors.

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NOTIFICATION OF DELIVERIES

Please ensure you have pre-booked your delivery in at least 24 hours in advance on 0121 727 1817 or via warehouse@bakerg.co.uk. Our working hours are between 09:00hrs and 15:30hrs Monday to Friday.

You will be asked to provide the following information upon calling:

- bakergoodchild job number
- Delivery Company
- Supplier
- Contact details
- Description of delivery
- Quantity of pallets
- Delivery date

You will then be provided with:

- Delivery time slot
- Booking in reference

Please note that we cannot book a delivery in without a bakergoodchild job number. If you need help with this, please contact your account manager for details.

DELIVERY NOTES

To ensure we get you booked in and back on your way as quickly as possible, all delivery notes should clearly state:

- Customer name *(if known)*
- Total quantity of items delivered
- Job title / Name *(if known)*
- Total number of pallets and / or boxes / logs supplied
- bakergoodchild Job Number
- bakergoodchild PO Number *(if applicable)*

If we are unable to physically verify the quantity of any items delivered to us, the delivery notes will have to be stamped 'unchecked'. This means if at a later stage we find that the quantity stated on the delivery note is incorrect, we cannot take responsibility for any shortfall, so it's really important that this bit is right.

Any deliveries, which are not accompanied by a correct delivery note may be rejected, unless suitable information can be obtained at the time of delivery.

PRODUCT PRESENTATION

Inserts

Must be ram bundled or boxed please.

Ram bundled inserts should ideally have plywood end boards and flat nylon strapping in both longitudinal aspects.

- The end boards should be slightly larger than the inserts so as to prevent distortion of the inserts by the banding.
- All boxed and ram bundled (logs) inserts should be labelled with a quantity per box or log.

Boxed inserts to ensure there is no damage to the inserts, boxes should be tailor made to suit the inserts. Below are some tips on how to best package these up:

- Cardboard stiffeners should be placed at intervals of no more than every 100 items. This frequency will be dependent on the type of insert and material.
 - As a general rule, the more insubstantial / flimsy the insert, the more frequent the use of stiffeners. The stiffeners must be slightly deeper than the insert in order to take the pressure of the box lid.
- Inserts must be packed standing on their longest edge with no other downward pressure than their own weight. This will stop the inserts from being crushed.

We strongly recommend that you don't use rubber / elastic bands to pack your inserts. This may cause damage and distortions to the insert which can cause jams and stoppage time on the machines. This may stop us completing your job in the time that you want it, and at a slower speed than we may have estimated. In some cases, if this is because of damage to the inserts caused in transit, we may have to add an additional charge to your job costs.

Booklets / Magazines

Should be delivered boxed or palletised please.

Boxed Booklets / Magazines to reduce the risk of damage, boxes should be tailor made to suit the Booklets / Magazines.

- **Palletised Booklets / Magazines** pallets should be ideally brick stacked and interleaved and strong hard board corner protectors should be used and the entire unit stretch wrapped.

For speed for both during the delivery and the job we ask that:

- Each pallet may only carry one product, do not mix items on pallets.
- Each pallet must bear a label on at least two faces, under the stretch wrap, showing;
 - Description of item.
 - Quantity on pallet.
 - Number of boxes on pallet (If applicable)
 - Pallet number of total number of pallets of this stock – e.g. pallet 1 of 3.

Envelopes

Should be boxed and clearly labelled please:

- All envelopes should be placed in the box the same way and not turned.
- Cardboard stiffeners should be placed at intervals within the boxes to reduce the risk of damage in transit.

Pallets should be delivered brick stacked and interleaved with strong / hard board corner protectors. We ask that the entire unit be stretch wrapped on the pallet and labelled as follows:

- Customer name
- Style of envelope
- Quantity per box
- Manufactured date

Continued overleaf

For safety we ask that:

- Boxes should not overlap the edge of the pallet.
- A protective board should be placed on the bottom of any pallet with more than a 4" gap between slats.
- Pallets should be adequately wrapped and protected to avoid movement and damage during transit.

To keep you and our teams safe, any pallet that is not wrapped securely and arrives tipped over will not be unloaded.



- Each pallet should display a copy of the stock on each side of the pallet for easy identification.
- Ideally the below size pallets should be used:
 - 1000mm x 1200mm (40 inches x 48 inches) 4-way entry
 - Euro pallets (1200mm x 800mm)/ printers pallets are acceptable
- Pallet height:
 - No more than 1.4 meters high:
 - No less than 1 meter high unless quantity determines differently.
 - Pallet weight: 850kg – do not exceed under any circumstances.

Paper and pre-printed materials for laser-printing / personalisation

We ask that:

- All materials, inks adhesions must be suitable for high speed, hot fusion printing.
- All paper stocks should ideally be delivered boxed and wrapped in moisture proof paper.
- All boxes, if delivered on pallets should be brick stacked and we ask that the entire unit be stretch wrapped.

Wastage and Testing

- The standard wastage allowance is 5% per annum.
 - Please note that the actual wastage may be up to 10% subject to the frequency and volume of the individual production runs.
- To maintain our commitment to social responsibility, all materials are subject to bakergoodchild's standard expectations for wastage and testing.