

GUIDELINES FOR DELIVERIES OF GOODS

Contact Persons:

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Delivery Times:

MONDAY TO FRIDAY 7:00 AM - 12:00 NOON

We cannot accept deliveries outside the acceptance times.

Exceptions are to be agreed with the contact persons (see above).

Notification:

ALL CONSIGNMENTS (except for INDIVIDUAL PARCELS)

need to be announced until **2:00 pm** on the previous day of delivery by e-mail to: versand@pallas-group.de

We require the following information:

- NAME OF THE SUPPLIER
- NUMBER OF PALLETS
- DATE OF DELIVERY

Consignments which have not been announced cannot be accepted.

Delivery on Pallets:

- only exchangeable EURO Pool Pallets (120 x 80 cm)
(non-returnable pallets only following prior approval)
- overall height maximum 145 cm
- no protrusions of the packaging over the pallet edges
- secured against slipping (NO metal bands)

Any necessary rectification will be charged according to expense - see below -
(*defective pallets, admissible height/width of package exceeded*).

A pallet label is to be affixed to the front side of each pallet containing the following information:

DESIGNATION OF ARTICLES / ORDER NUMBERS /
INTERNAL NUMBERS / QUANTITY OF ITEMS PER CARTON

- if possible, only one sort of item per pallet
- pallets containing several sorts are to be marked accordingly

Accompanying Documents:

- BILL OF LADING
- DELIVERY NOTE with the following information:
 - NAME OF THE CONSIGNOR
 - DESIGNATION OF ARTICLE / ORDER NUMBER / INTERNAL NUMBER
 - QUANTITY OF ITEMS per carton / pallet / total quantity

In the case of missing documents we have to charge a fee of **25,00 EUR + VAT** per consignment for the additional expense.

General Notes:

Consignments which do not comply with the foregoing requirements will not be accepted or, upon request, will be rectified in return for a charge for the additional expense at an hourly rate of **42 EUR + VAT**.

The delivered shipments are accepted with reservations.