



SCHALLPLATTENFABRIK  
PALLAS

SCHALLPLATTENFABRIK PALLAS GMBH  
**PALLAS GROUP – DELIVERY GUIDELINES**

**CONTACT PERSON:**

Adam Kapielski | Schallplattenfabrik Pallas GmbH  
Tel.: +49 (0) 1712142337  
[Adam.Kapielski@pallas-group.de](mailto:Adam.Kapielski@pallas-group.de)

Goods receiving | Schallplattenfabrik Pallas GmbH  
Tel.: +49 (0) 5441/977-157  
[Wareneingang@pallas-group.de](mailto:Wareneingang@pallas-group.de)

**DELIVERY TIMES:**

**MONDAY TO FRIDAY, 7:00 – 12:00 p.m.**

Deliveries outside these hours cannot be accepted.

Exceptions must be agreed in advance with the contact persons listed above.

**NOTIFICATION (AVIS):**

**All shipments (except single parcel shipments)**

**must be notified by e-mail no later than 2:00 p.m. on the day before delivery to:**

an: [Adam.Kapielski@pallas-group.de](mailto:Adam.Kapielski@pallas-group.de)  
[Wareneingang@pallas-group.de](mailto:Wareneingang@pallas-group.de)

Required information:

- Name of supplier
- Number of pallets
- Date of delivery

**⚠ Non-notified shipments cannot be accepted.**

**PALLET DELIVERY:**

- Only exchangeable **EURO pool pallets (120 x 80 cm)**
- Disposable pallets only upon prior approval
- Maximum total height: **145 cm**
- No lateral overpacking
- Secured against slipping (**no metal straps**)

**Necessary rework will be charged according to effort (e.g. defective pallets, exceeding height/width).**

**Each pallet must be marked on the front side with a pallet label containing the following information:**

- Article description(s)
- Order numbers
- Quantity per carton
- Preferably single-product pallets
- Mixed pallets must be clearly marked accordingly

**SHIPPING DOCUMENTS:**

- Freight note
- Delivery note including:
  - Name of sender
  - Article description / order number
  - Quantity per carton / per pallet / total quantity

**⚠ If documents are missing, we will charge an additional handling fee of 25 EUR + VAT per shipment.**

**GENERAL INFORMATION:**

Shipments that do not comply with the above requirements will either:

- not be accepted, or
- upon request, reworked at an hourly rate of **42 EUR + VAT**

**All shipments are generally accepted with reservation.**

Effective date: 04/2025