



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

Goods receiving | Schallplattenfabrik Pallas GmbH
Tel.: +49 (0) 5441/977-157
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
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.