

## REQUIREMENTS FOR DELIVERING STOCK

Clients are advised to please read the following requirements for delivery of all stock. Some or even all of the information below may need to be passed on to printers, suppliers and delivery companies.

- Deliveries should be made between 8am and 4pm
- Goods can be delivered from 6am and up to 10pm, however you must contact 01423 881158 and ask for Matt Coop to book in.
- Booking in is not necessary between 8am and 4pm

### REQUIREMENTS FOR PALLETS:

- Pallets should not exceed 120cm in height
- All boxes, packs, bundles must be stacked on a pallet with equal amounts on each level Brochures must be boxed, strapped, or wrapped into equal quantities
- All items must be packed in boxes same way around or charges will apply to sort prior to mailing machine loading
- If boxed, each box must be full, to reduce the chance of damage to goods
- Each box must be clearly labelled with the title or name of the stock item and quantity per box
- Pallet cards must be attached to every pallet containing the following information
  - Your company / clients name
  - Title of publication or name of stock item
  - Campaign title
  - No of boxes/packs
  - Quantity per box/pack
  - Total on pallet
  - Your Contact details
  - The relevant PlatinumHPLjob number (if known)
- Each pallet must be shrink wrapped securely for transport, to ensure the brochures are received in good condition
- All pallets must be of equal quantity except for the last pallet (end of print run).
- All deliveries must have the correct 'consignment note' and for split consignments, quantities must be stated for each delivery
- Pallets that are received either damaged or not to the specified requirements, will be refused or a charge of £20.00 per pallet will be incurred to reassemble the pallet

### REQUIREMENTS FOR BOXES OR PACKAGES:

- Your company / clients name
- All boxes must be labelled with the title of the publication or name of stock item
- Quantity per box must be stated
- Campaign title for which the publication is to be used
- Your Contact details
- The relevant PlatinumHPL job number (if known)

Deliver to:

**PlatinumHPL  
Park House  
Hookstone Park  
Harrogate  
HG2 7DB**