



GOODS INWARD SPECIFICATION

This specification has been compiled in order to establish a coherent and controlled method of handling deliveries to our warehouse. This document sets out the criteria to be followed when making a delivery of stock to 4DM (Kettering).

PROCEDURE FOR BOOKING IN STOCK

A minimum notice period of **48 hours prior to delivery** will be required for goods to be booked in for delivery.

Booking in contact details:
 Tel: (01536) 316634 or 416426
 Fax: (01536) 316600
 e-mail: goodsin@4dm.co.uk

Main Delivery Address:
4DM Warehouse and Storage
Henson Way
Kettering NN16 8PX

When booking you will be asked the following information:

- Company Name
- Delivering on behalf of...
- 4DM Purchase order number
- FSC/PEFC Product identification (if relevant)
- Number of pallets
- Mailing name
- Item code/name
- Quantity

A Unique Reference Number will then be issued. It is important that this is quoted on the delivery note to speed the offloading process.

DELIVERIES

Our facility is normally open from Monday 06:00 until Friday 18:00 (other than Bank Holiday periods) and we do encourage some deliveries during the night (Monday to Thursday) but once again deliveries must be booked in 48 hours prior to delivery during the day time. Deliveries outside these hours can be arranged in special circumstances.

All drivers are required to report to the Main Warehouse on arrival.

PACKAGING AND LABELLING

All items must be securely packed to prevent damage during transit.

Items should be packaged in the same direction whenever possible or minimal number of turns when necessary.

Individual items of packaging, (boxes, ram bundles etc.), should be clearly labelled to indicate the following:

- Insert name
- Mailing name
- Insert code (if applicable)
- Purchase order or contract number
- FSC/PEFC Chain of Custody number (if relevant)
- Quantity per pack, box or ram bundle (must be uniform)

Cartons must not exceed 12Kg.

RAM-PACKED BUNDLES

The bundle must be at least 250mm long but no more than 430mm, and have hardboard or wood ends at least 1mm larger than the contents.

Labelling of bundles should fall within the specification detailed above. (Packaging & Labelling).

REELS

Please include a sample of each version of stationery either in the core of the reel or attach the sample to the delivery note or in an envelope attached to the reel.

Drivers will be directed to Unit 7, Torridge Close for the unloading of reels. Please report to the Main Warehouse first.

DELIVERY NOTES

Please ensure the following information is contained on the delivery note:

- Unique booking in Reference Number
- Company Name
- 4DM PO number if applicable
- Mailing Campaign reference
- Item code/name
- FSC/PEFC Product specification (if relevant)
- Number of pallets
- Quantity
- Delivering on behalf of (Name and address of the supplier and / or printer)

As we are unable to physically verify the quantity of any inserts delivered to us, the quantities stated on the delivery notes will be taken at face value. Consequently if at a later stage it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any subsequent short fall.

**Deliveries that are accompanied with incomplete
Delivery Notes are at risk of rejection.**

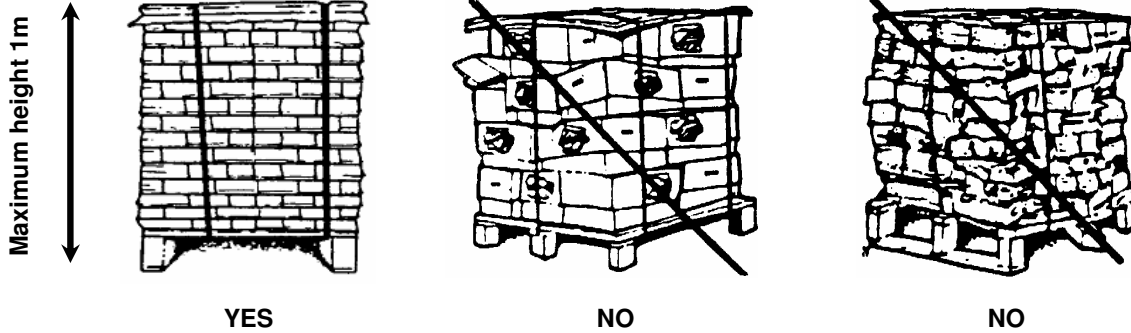
4DM SPECIFICATION – STANDARD PALLETS

1. Pallet Size 1200 x 1000mm
2. OVERALL HEIGHT MUST NOT EXCEED 1m, INCLUSIVE OF PALLET.
3. OVERALL WEIGHT MUST NOT EXCEED 2000lbs (1000kg), INCLUSIVE OF PALLET.
4. Boxes / packets / bundles must not overhang the edges of the pallet.
Items should not be mixed on the same pallet unless agreed by 4DM in advance.
5. Pallets should be banded both ways using Plastic Strapping **please do not use Metal Banding.**
6. Pallets should be adequately wrapped to ensure that the inserts are suitably protected during transit to prevent any damage occurring.
7. Pallets of multiple Poly Reels must not exceed more than 2 reels stacked on their end in height.
These must be shrink wrapped securely to the pallet base.
8. Pallets must be labelled with their part number, description, FSC/PEFC specification and quantities.

Pallets outside this specification can not be stored within our high bay warehouse.

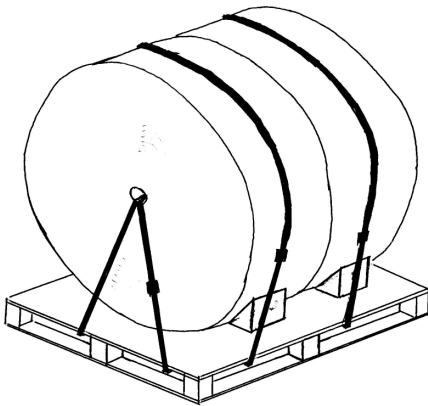
PRESENTATION ON DELIVERY

Inserts that are not presented according to the following guidelines will not be accepted.

Maximum Weight 1 Ton

Pallets will not be supplied by 4DM except in emergencies with prior agreement.

Pallets provided out of specification or a Health & Safety risk may risk being rejected.

PAPER REELS TO BE ON PALLETS

Maximum diameter of reel – 1200mm.

Diameter of reel to stand across the narrow side of the pallet when two reels are secured on one pallet.

Diameter of reel to stand down the long side of the pallet to avoid any overhang when securing one reel only to a pallet.

Maximum weight of single reel – 500kgs.

Maximum number of reels per pallet – 2 (unless narrow then 3 by agreement).

Reel core size – 70mm (this core size must be adhered to).

Reels to be delivered on standard sized (1000mm x 1200mm) pallets. They are to be four way and supported as shown.

Reels are to be fixed by polypropylene strapping to the pallet.

Reels must be chocked from both sides.

Reels to be securely 'shrink wrapped'.

Pallets are to be labelled with stationery code, quantity in sheets and approximate weight of stationery and pallet.

DIRECTIONS TO 4DM MAIN WAREHOUSE

Approaching Kettering from the **East** (towards M1/M6 and from the A1/M11):

- Leave the A14 at Junction 7.
- Take the 4th exit off the roundabout into Telford Way Industrial Estate.

Approaching from the **West** (towards A1/M11 and from the M1/M6)

- Leave the A14 at Junction 7.
- Take the 2nd exit off the roundabout into Telford Way Industrial Estate.

Then:

- The Main Warehouse is on this road on the right hand side

DIRECTIONS TO TORRIDGE CLOSE

From the Main Warehouse:

- Turn right onto Henson Way
- About halfway down the road, turn left into Torridge Close
- Unit 7 is on the left hand side