

Description	Size	Quantity	Price	Units	Job No.	Supplier Ref	Cost
Broadstairs Eco A5 Kraft Paper Notebook		350	£1.62	EACH	253995		£567.00
Kraft Paper - Blue Strap & Ribbon		0	£0.00				£0.00
PMS 2191C Print to Centre of notebook		0	£0.00				£0.00
						Subtotal :	£567.00
						VAT :	£113.40
						Total :	£680.40

Delivery Specification for Suppliers

Deliveries

Deliveries will be accepted between 8am - 4.30pm, Monday to Friday. Any anticipated late deliveries must be notified beforehand so arrangements can be made for receipt of goods. Late deliveries without prior notification will be accepted at the discretion of the warehouse manager.

Pallets

Pallets delivered to SFT should comply with the following standards;

- Euro pallets only
- Good condition
- Securely wrapped
- 750kg maximum weight
- 1.14m maximum height
- No product to overhang the pallet

Packaging

All packaging should comply with the following standards;

- All products to be packaged in a good condition
- Heavy products to be packed robustly and secured with suitable heavy duty tape
- Suitable for UK transit
- 12kg maximum

Where applicable all products must be packaged and branded in the units of issue as per instruction given on the purchase order.

Products must fill the appropriate carton, leaving no space at the top for the carton to distort or collapse. Goods received unsuitably packaged and / or branded incorrectly will be rejected.

Hazardous Substances

SF Taylor will only accept products which contain hazardous chemicals by prior agreement with the warehouse manager, who can be contacted on 0161 429 7200.

All goods being delivered to SF Taylor which contain, or are labelled to imply they contain, hazardous chemicals will not be accepted unless prior agreement has been obtained.

Any pre-agreed delivery to SF Taylor of a hazardous product must have the appropriate warning labels on the product and its

Documentation

All deliveries must be accompanied by a printed delivery note, detailing;

- Suppliers name, address and telephone number
- Purchase order number and / or job number
- Product code / description of goods
- Pack quantity
- Total quantity of units
- Total quantity of packs
- Full or part orders to be highlighted relating to the quantities on the purchase order number and / or job number

Labelling

Each pack / carton must be clearly labelled with the following details

- Product code
- Product description
- Amount per carton / packet e.g. 2,000
- Number of units per carton / packet e.g. 20 x 100
- Date of production e.g. September 2014
- Rev No. (Version number)