

# FastAnt Delivery Specifications

FastAnt prides itself in providing a superior service to its customers as a result of ensuring the highest standards in production, quality and time efficiency. FastAnt asks for your co-operation in ensuring the safe arrival and handling of your valuable materials.

This document has been designed to provide you with the pre-requisites for delivering materials to FastAnt.

FastAnt reserves the right to refuse any deliveries that do not adhere to the standards indicated in this document.

## ORGANISING YOUR DELIVERY

Before you can deliver into FastAnt you must call our office on **0870 1221470** and ask to 'Book in a delivery'.

During this call our team will request:

- The name of the customer whom you are delivering on behalf of
- Customer Product codes
- Total unit quantity by product
- Total number of pallets (or boxes if delivery less than 10 boxes)

FastAnt will then provide you with a Booking Reference, which must be quoted on paperwork accompanying the delivery. We will also confirm which of our two adjoining warehouses the delivery is to be made to (Unit 4 delivery gate 2 or Unit 5).

**PLEASE NOTE: DELIVERIES ATTEMPTED WITHOUT A BOOKING REFERENCE OR A COMPLETE DELIVERY NOTE WILL BE REFUSED.**

## DELIVERY TIMES

All deliveries must be booked in at least 24 Hours in advance. We will only accept vehicles on our premises for the purpose of deliveries or collections between the following hours:

**Monday to Friday 8:30am - 5:00pm**

## DELIVERY NOTES

A delivery note must accompany all deliveries made to FastAnt.

Delivery notes must show:

- Customer Name
- Booking Reference
- Order Number / Product Code / Job Number
- Description of Materials
- Number of Pallets
- Total Quantity

Delivery notes will be signed only for the purposes of receipt of goods, but will assume supplied quantities to be correct. We will not check contents of boxes or bundles.

Damaged goods that are evident upon delivery will be notified as a matter of course.

## PALLETS

All boxes must be palletised (unless very small quantities), packed securely and shrink-wrapped.

Pallets can only be CEN Standard (Euro Pallets) 800mm x 1,200mm and should facilitate 4 way entry.

For the purposes of our racking and safety of our staff, pallets must not exceed a maximum height of 1,250mm (including the pallet), and a maximum weight of 700kg.

- Pallets must not be loaded where boxes overlap the edges.
- Pallets must not contain mixed materials.

Each pallet should have a pallet card attached showing:

- Customer Name
- Order Number / Product Code / Job Number
- Description of Materials
- Number of Boxes
- Pallet number in consignment (e.g: 2 of 4)

## BOX PRINTED DELIVERIES

All items that are delivered for distribution should be boxed and packed to avoid any buckling, distortion or collapsing when stacked in multiples. Boxes must be strong enough and taped sufficiently for delivery via a courier.

All boxes of printed materials must be clearly labelled with:

- Product Code (Minimum print font size 36pt)
- Description
- Customer Name
- Box Quantity
- Box Weight

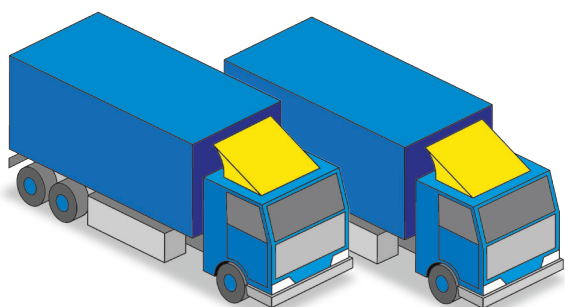
## NON COMPLIANCE

Deliveries that fail to adhere to the FastAnt delivery specifications will be refused. However, if agreement is made to accept non-compliant deliveries, charges will be levied dependent on work required to make good as follows:

Non-Euro Pallet supplied:	£50.00 each
Re-boxing fee:	50p per box + 10p per label
Re-labelling fee:	10p per label
Labour:	£35.00 per hour

## COST SAVINGS THROUGH ENVIRONMENTAL PRACTICES:

To save you costs at product end of life ensure you consider materials used to produce, wrap and package your marketing materials. FastAnt will recycle pure paper products free of charge, however products manufactured or packaged using plastics or other non-recyclable materials will incur processing charges at end of life. If you require further information or guidance relating to this subject please call us.



## How to find us

Exit the M1 at Junction 21 and head for Leicester City Centre.  
Join the A5460 where you need to remain in the left hand lane.  
Very soon after joining the A5460 you need to exit via the slip road just before the bridge.  
The slip road curves sharply to the left and meets a roundabout where you need to take the third exit and join the A563, Lubbethorpe Way.  
Continue along the A563, past the petrol stations and take the slip road and turn left at the roundabout.  
Straight over the next roundabout onto Meridian Way.  
At the next roundabout turn left on to Centurion Way.  
Approx 50yds from the roundabout is Vitruvius Way on the right hand side.  
Follow Vitruvius Way round to the left and you will see FastAnt on the left.

FastAnt  
4 & 5 Vitruvius Way  
Meridian Business Park  
Leicester  
LE19 1WA

**Delivery Booking-In**  
**Tel: 0870 122 1470**  
Tel: 0116 234 2642  
Fax: 0116 234 2649  
Email: [info@fastant.co.uk](mailto:info@fastant.co.uk)  
Web: [www.fastant.co.uk](http://www.fastant.co.uk)

