

Delivery Specification



21 Tennant Street
Edinburgh
EH6 5NA

Telephone
0131 629 9938

Facsimile
0131 629 9967



Purpose

To ensure that all deliveries are handled in the most efficient manner, avoiding delays and additional expenses.

Warning

Deliveries may not be accepted if any of the following specifications are not followed.



Booking a delivery

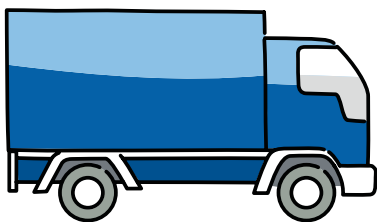
Deliveries are only accepted with a previously obtained booking reference.

Normal delivery times are: Monday to Friday
8.30am - 4pm

To book a delivery and obtain a booking reference call Warehouse Admin. on 0131 629 9938 at least 24 hours in advance of delivery.

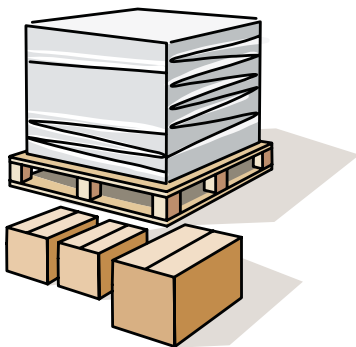
You will need to quote the:

- | | |
|--|--|
| <input type="checkbox"/> Date of delivery required | <input type="checkbox"/> Product description |
| <input type="checkbox"/> Carrier | <input type="checkbox"/> Total quantity of product |
| <input type="checkbox"/> Supplier | <input type="checkbox"/> Pack quantity |
| <input type="checkbox"/> Contact name and telephone number | <input type="checkbox"/> Total number of outer boxes |
| <input type="checkbox"/> Product code | <input type="checkbox"/> Total number of pallets |



Delivery

Deliveries will be accepted within 30 minutes either side of the delivery time until 4pm. If a driver cannot meet the delivery time then he/she should call Warehouse Admin. on 0131 629 9938 to notify the expected time of arrival; in most instances this will avoid the delivery being turned away.



Packaging of goods for delivery

All products must be packaged securely as follows:

- | | |
|----------------|---|
| Cartons | <input type="checkbox"/> Suitable for UK transit |
| | <input type="checkbox"/> 12 kilos maximum weight |
| Pallets | <input type="checkbox"/> Good condition standard 4-way Euro pallets (1,200x800mm) |
| | <input type="checkbox"/> Securely wrapped |
| | <input type="checkbox"/> Products not to overhang pallet |
| | <input type="checkbox"/> 1.3m maximum height (including pallet) |
| | <input type="checkbox"/> 1 tonne maximum weight |



Hazardous Substances

- APS will only accept products which contain hazardous chemicals by prior agreement of the Warehouse Manager who can be contacted on: 0131 629 9938.
- Any goods being delivered to APS 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 APS of a hazardous product must have the appropriate warning labels on the product and its packaging.

Documentation



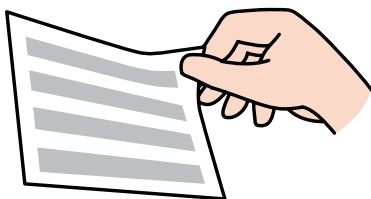
All deliveries must be accompanied by a printed delivery note showing:

- Supplier's name, address and telephone number
- Purchase order number
- Booking reference
- Product code (job number)

e.g. **SG2353** / **17368**
Product Job

- Pack quantity
- Total quantity of units
- Total quantity of packs

Labelling



Each pack must be labelled with the following details:

- Product code/job number
- Product description
- Quantity in pack
- Imprint Date

e.g.

| | | |
|---------------|---------------------------------|-------------|
| Product code | SG2353 | |
| | PRE-PAYMENT CERTIFICATES | Description |
| Pack quantity | PK50 | |



Thank you for helping our delivery receipt process to run smoothly.

