



Dowlis Warehouse - Delivery Specification

When delivering stock in to our warehouse the below guidelines must be followed:

General Requirements

- All Boxes **MUST** be labelled with product code, stock quantity and **Dowlis Warehouse** purchase order number.
- All Deliveries **MUST** come with a full delivery note showing product code of item/s being delivered, quantity and **Dowlis Warehouse** purchase order number.
- A document called 'Dowlis Warehouse – Booking In Form' will be sent to you by the Dowlis sales team with the initial purchase order. This will contain the Dowlis Warehouse purchase order number and should be completed and emailed to Goods In before your booking will be accepted.

Pallet Consignments

- Pallets must be standard 4 way 1200 x 1000mm white pallets of good quality and structure, **Euro pallets are not acceptable**.
- These will be checked for safety and damage upon arrival at the Whitefield distribution centre.
- Pallets must be stacked no more than 1500mm high.
- Pallets must be securely wrapped with no overhang of boxes.
- Pallets cannot contain mixed product codes under any circumstances.
- All pallets must have a delivery note or pallet label attached to the outside of the pallet stating the product code, quantity of units and the **Dowlis Warehouse** purchase order number.
- Should one carton on the pallet contain fewer units than the others it should be labelled clearly as PART or SHORT box and be positioned at the top of the pallet.

Boxed Consignments

- All boxed consignments must be delivered securely sealed and marked as fragile where necessary.
- All boxed consignments must have a delivery note attached to the outside of one box. The delivery note must state the product code, unit quantity and **Dowlis Warehouse** purchase order number.
- Boxes should be labelled with our product code, size (if clothing), quantity of units and **Dowlis Warehouse** purchase order number. Should one carton contain fewer units than the others it should be labelled clearly as PART or SHORT box.
- Example of a pallet/box label below and the same information should be stated on the delivery note.

PRODUCT CODE: TP-TP027
UNIT QTY: 100
PO NUMBER: 159184

We aim to receive your delivery quickly and efficiently and have set up the above guidelines in order to do so.

Please note that your delivery may be refused should the above specifications not be followed or you may be charged should we have to reconfigure your delivery.

You can book your delivery in or discuss our delivery specifications before you deliver by contacting goods in at the below email address. **Deliveries should be booked in 48 hours in advance**

Delivery address: Dowlis Goods In, Unit 13, Park 17 Industrial Estate, Moss Lane, Whitefield, Bury, M458FJ

Phone: 0844 745 2358

Email: Goodsin@dowlis.com

European Office:

3 River Court Albert Drive Woking Surrey GU21 5RP UK

t: +44 (0) 844 225 7070 f: +44 (0) 844 225 7060

e: sales@dowliseu.com www.dowliseu.com

Registered Office: As above. Registered in England No.1179852

US Office:

110 Wall Street New York NY 10005 USA

t: +1 646 603 6925 f: +1 646 568 7562

e: sales@dowlisusa.com www.dowlisusa.com