

SUPPLIER SPECIFICATION

All suppliers are required to pre-book in all deliveries at least
48 hours before the due date unless otherwise agreed with ThinkPrint.

When pre-booking the delivery the following information will be requested

- **Supplier Name** • **Stock code**
- **Contact Details** • **Number of pallets, cartons or containers**
- **Brief description of products / items**

We will provide a booking ref and delivery slot to make your delivery.
Deliveries that arrive outside a booking slot will be treated as non-conforming
and may have to wait to be unloaded, or be turned away.

Booking in requests where no valid stock code is given, will be delayed.
Any issues please contact akzonobelhq@thinkprint.co.uk

BOOKING IN PROCEDURE

To obtain your booking slot can you
please email:

akzonobelhq@thinkprint.co.uk

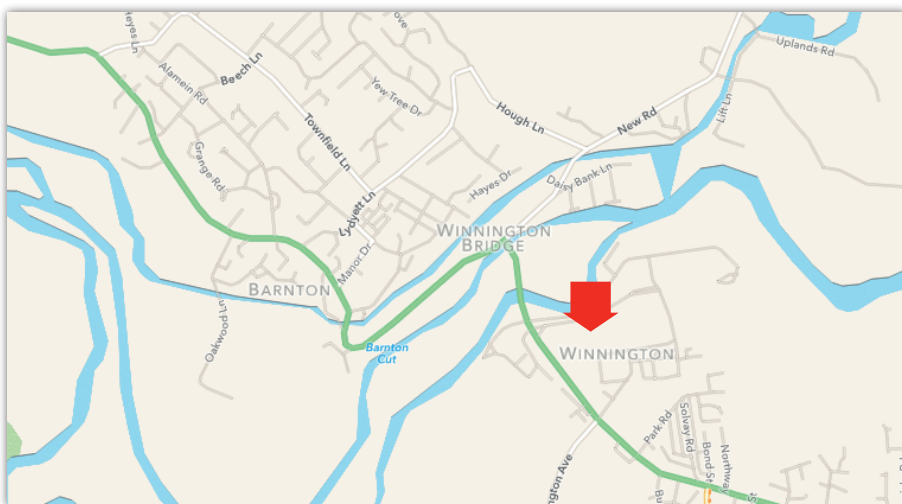
or call:

01606 784567

And ask for the AkzoNobel team

Please Deliver to:

Thinkprint
AkzoNobel Warehouse
Cameron Court
Winnington
Northwich
Cheshire
CW8 4GX



DELIVERY HOURS

Monday – Friday • 9:00am – 4:00pm

Any deliveries required outside these times must be pre-booked in advance prior to delivery.

DELIVERY / PALLET SPECIFICATION

Where possible all deliveries must be presented on pallets meeting the specification below.
Oversized pallets will be accepted but must be mentioned during the booking in procedure.
If there are multiple SKU's presented on the pallet they must clearly labelled and packed separately

Dimensions:	1000mm x 1200mm
Maximum Weight:	500kg
Maximum Height:	1.2 metres
	4 Way Access

DELIVERY NOTE SPECIFICATION

- **Product Reference Number**
- **Product Description**
- **Total Number of Pallets**
- **Total Number of Cartons/Boxes**
- **Carton/Box Quantity**
- **Total Delivered Quantity**
- **Booking reference**
- **AkzoNobel contact name**

***Note:**

All delivery documentation to be presented in duplicate to facilitate endorsement and/or signature for delivery.

Drivers will be given as a minimum a signed box or pallet count and endorsed unchecked and agree that it relates to contents. Overs/unders will be reported to The Client by agreed methodology at the point of checking.

PALLET / CARTON / PRODUCT LABELLING

Pallet Labelling

Each pallet should be labelled with a Pallet Label and include the following:

EXAMPLE

- **Delivery date**
- **Supplier name**
- **Product code**
- **Product description**
- **Cartons per pallet**

10/01/15
ThinkPrint
Product Code:T0001
A3 Poster
35 Cartons Per Pallet

Carton Labelling

All cartons should be labelled with the following information:

- **Product code**
- **Product description**
- **Quantity per carton / Total number of cartons**
- **'Warning Heavy' sticker if the parcels is over 15kg**

SITE RULES

All deliveries to be made through Goods In. The site for the delivery is clearly sign posted from the entrance.

Access to the yard can be gained by pressing the annunciator adjacent to the yard gate.

The driver will be requested to confirm his booking reference and delivering on behalf of The Client.

Instructions will be provided at the point guiding the driver to his loading dock/parking area.

Drivers must wear hi-visibility clothing (vest).

In the event of any discrepancies against the delivery the driver will be invited to verify the discrepancy/non conformity.

CANCELLATION / LATE DELIVERIES / UNADVISED DELIVERIES

Please inform ThinkPrint via the booking in telephone number of any cancelled deliveries (24 hours in advance) or any potential late arrivals in the first instance, which ThinkPrint will advise of alternative time slot availability

Deliveries arriving outside of their delivery window will only be unloaded if time permits.

A tolerance of 15 minutes against booking in time is allowed.

ThinkPrint will endeavour to meet unloading times indicated and will not be liable for any detention charges that are due to load non conformity, downtime or circumstances outside of ThinkPrint's control.

In the unlikely event of ThinkPrint having to cancel booking slots due to circumstances outside of ThinkPrint's control, ThinkPrint will accept no liability for any potential charges for cancellations.

Overnight parking is permitted on site, however only with prior arrangement.

Drivers are permitted to arrive up to 2 hours in advance of the booking slot.