

**All deliveries** must be booked in at least 24 Hours in advance. Please call our warehouse on 01536 527 300 and ask to 'Book in a delivery'. Or email [goodsin@sterlingsolutions.co.uk](mailto:goodsin@sterlingsolutions.co.uk)

All suppliers will need to provide the following information:

- Supplier Name
- Total unit quantity by product - please provide an additional 50 copies to the quantities we have quoted to allow for normal spoilage.
- Total number of pallets
- Mailing Name (if applicable)

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

### Delivery times and delivery address

The opening time of our warehouse is between the following hours:

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

The address for delivery is as follows:

Sterling  
Sterling House  
Kettering Venture Park  
Kettering  
Northamptonshire  
NN15 6XU

### Delivery notes

A delivery note must accompany all deliveries showing clearly:

- Customer Name
- 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 check the contents of one box per pallet.

Damaged goods that are evident upon delivery will either be refused or notified to you 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 1,200mm (including the pallet), and a maximum weight of 600kg.

- 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: 1 of 4, 2 of 4 etc)

**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.

All boxes of printed materials must be clearly labelled with:

- Description
- Customer Name
- Box Quantity
- Box Weight

**Loose Inserts**

Minimum	135mm deep (spine) x 90mm wide
Maximum 4 pages and above	297mm deep (spine) x 210mm wide

297mm on the spine is always subject to approval and any variance on this size due to folding or packing could jeopardise the insertion of this booking.

**Weight of paper: single sheet**

Minimum	150gsm for 297 x 210 (Subject to approval)
Minimum	115gsm
Maximum	200gsm

Minimum	4 - 8 pages - 115gsm
Minimum	12 - 16 pages - 60gsm
Maximum	4 - 16 pages - 150gsm

Single sheet inserts may run the risk of multiple feeding but the incidence can be reduced by using a stock of at least 115gsm

We can take loose inserts over 16 pages subject to prior approval

**\*Inserts falling outside of this specification must be trialled to ensure that the quality of the finished product is suitable for the main run, this trial may be subject to invoicing of extra costs**

### Products

Folded or bound products should be supplied in as few turns as possible, ideally 50's or greater. Alternatively for small items work should be turned in a minimum of 150mm bundles.

### Non compliance

Deliveries that fail to meet these delivery specifications may be refused. Any agreement in accepting noncompliant deliveries must be agreed before delivery arrives on site and may be charged extra.

### Directions for Delivery and Despatch

#### **From M1 - travelling South**

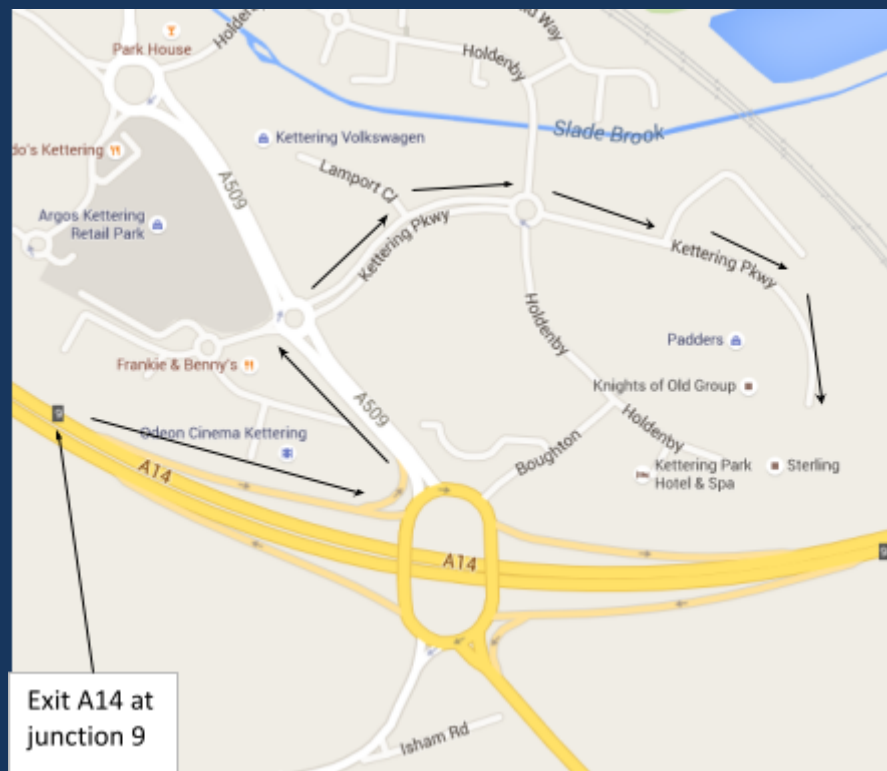
Leave M1 at junction 19, on the A14 towards Kettering and Felixstowe. Leave the A14 at junction 9, to Kettering South and Wellingborough. Follow Signs for Kettering Park Hotel, at junction turn left and follow signs to Sterling Goods Inward.

#### **From M1 - travelling North**

Leave the M1 at junction 15, on the A508 towards Northampton. Follow signs for the A45 to Wellingborough. Take the A509 for Wellingborough and Kettering. Sterling is ¼ mile from the junction of the A509 and the A14. Follow Signs for Kettering Park Hotel, at junction turn left and follow signs to Sterling Goods Inward.

#### **From A1 travelling South**

Leave the A1 at the A43 for Kettering. Remain on the A43 until just outside Kettering, then take the A14 at junction 8 - Kettering South and Wellingborough. Leave the A14 at Junction 9. Follow Signs for Kettering Park Hotel, at junction turn left and follow signs to Sterling Goods Inward.



### Health and Safety