

Dawleys delivery instructions (2022)

Delivery address:

The Health Foundation
Dawley Services Limited
Unit 9
Ashburton Industrial Estate
ROSS-ON-WYE
HR9 7BW

Deliveries received 9am to 4pm Monday to Friday – book at least 48 hours in advance:

- Email Gemma Williams gemma.williams@dawleys.com or David Hopson david.hopson@dawleys.com
- Or telephone 01989 768562 / 01989 767195
- These details will be required:
 - date of delivery
 - approximate time of delivery
 - number of boxes or pallets being delivered
 - description of goods being delivered.

Box and pallet specifications

- Preferred maximum weight per box is 10kg but must not exceed 20kg per box.
- The warehouse will only accept deliveries that are stacked safely and film-wrapped onto good quality pallets.
- All deliveries must be accompanied with a delivery note.
- Each pallet should be loaded with 8 A4 boxes per layer to a max of 4 layers (32 x A4 boxes per pallet). Standard pallet sizes are recommended (1000 x 1200 x 1000mm).
- Poster pallets should be 100mm x 800mm.

All boxes must be labelled with the following information, clearly visible on at least one side:

- Client name: The Health Foundation
- Description of product
- Product code number / SKU (HFxxxx)
- Quantity per box

Leaflets

- All leaflets should be banded or turned in equal quantities.

Posters

- Posters should be tabbed every 100 sheets
- If quantity is too small to be palletised, posters should be placed in tubes or paper wrapped with description and quantity clearly marked.