



# Delivery Specification – APS Runcorn SECURE

## APS Group

Whitehouse Vale Business Park  
Ashton Fields Road  
Runcorn  
WA7 3DL

Tel: 0161 495 4831

## 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 valid booking reference. Normal delivery times are Monday to Friday 8.00am – 4.00pm.

To book a delivery and obtain a booking reference call Logistics Support between 8.00am – 5.30pm on **0161 495 4831** or email [LogisticsSupport@theapsgroup.com](mailto:LogisticsSupport@theapsgroup.com) at least 24 hours in advance of delivery.

You will need to quote the:

- |                                      |                               |
|--------------------------------------|-------------------------------|
| ■ Time and date of delivery required | ■ Product description         |
| ■ Carrier                            | ■ Total quantity of product   |
| ■ Supplier                           | ■ Pack quantity               |
| ■ Contact name and telephone number  | ■ Total number of outer boxes |
| ■ Purchase order/job number          | ■ Total number of pallets     |
| ■ Product code                       |                               |

## Delivery

Deliveries will be accepted within 30 minutes either side of the delivery time. If a driver cannot meet the delivery time then he/she should call Logistics Support on **0161 495 4831** 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** ☐ Suitable for UK transit

- ☐ 12 kilos maximum weight

**Pallets** ☐ Good condition standard 4-way Euro pallets (1200 x 800mm)

- |  |  |
|--|--|
| <input type="checkbox"/> Securely wrapped    | <input type="checkbox"/> Products not to overhang pallet |
| <input type="checkbox"/> 1.3m maximum height | <input type="checkbox"/> 750kg 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 **0161 495 4831**.
- Any goods being delivered to APS which contain, or are labeled 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.

**MKT2623/362845**



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

## Labelling

Each pack must be labelled with the following details:

- Warehouse Section (\*Secure stock for delivery into APS Production, Runcorn—see *below label*)
  - Product code
  - Product description
  - Quantity in pack
  - Imprint date (if applicable)
  - Version no. (if applicable)
- e.g.

### WAREHOUSE SECTION:

**Product Code:**

**Description:**

**Pack Quantity:**

**Imprint Date &  
Version Number:**

**SECURE STOCK**

**MKT2623**

**Pension Guidelines**

**PK10**

**Imprint date: 01/01/2020**

**Version: 3**

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









**The APS Group — Front Entrance**  
Whitehouse Vale Business Park  
Ashton Fields Road  
Runcorn  
WA7 3DL



**aps**  
Group

**The APS Group**  
Whitehouse Vale Business Park  
Ashton Fields Road  
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J20 M6  
/J9 M56  
6 MILES