



Delivery Specification – Production Warehouse & Warehouse 4

Chetham House
Production Warehouse
& Warehouse 4
Bird Hall Lane
Cheadle Heath
Cheshire
SK3 0ZP

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 – 4.00pm on **0161 495 4831** or email 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**

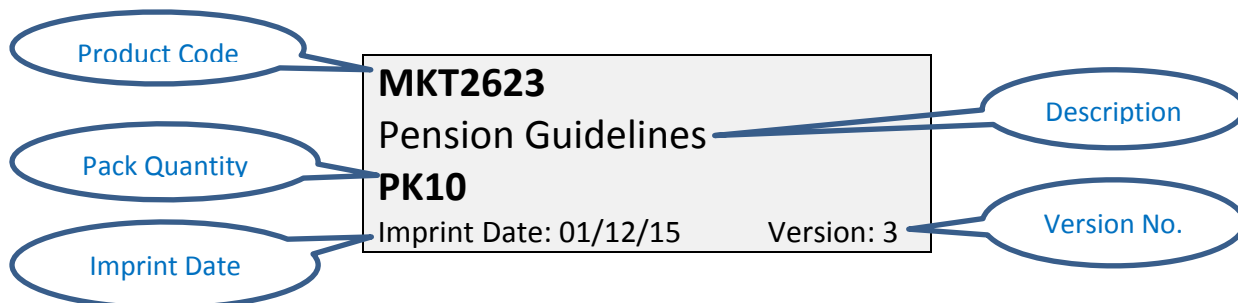


- Pack quantity
- Total quantity of units
- Total quantity of packs

Labelling

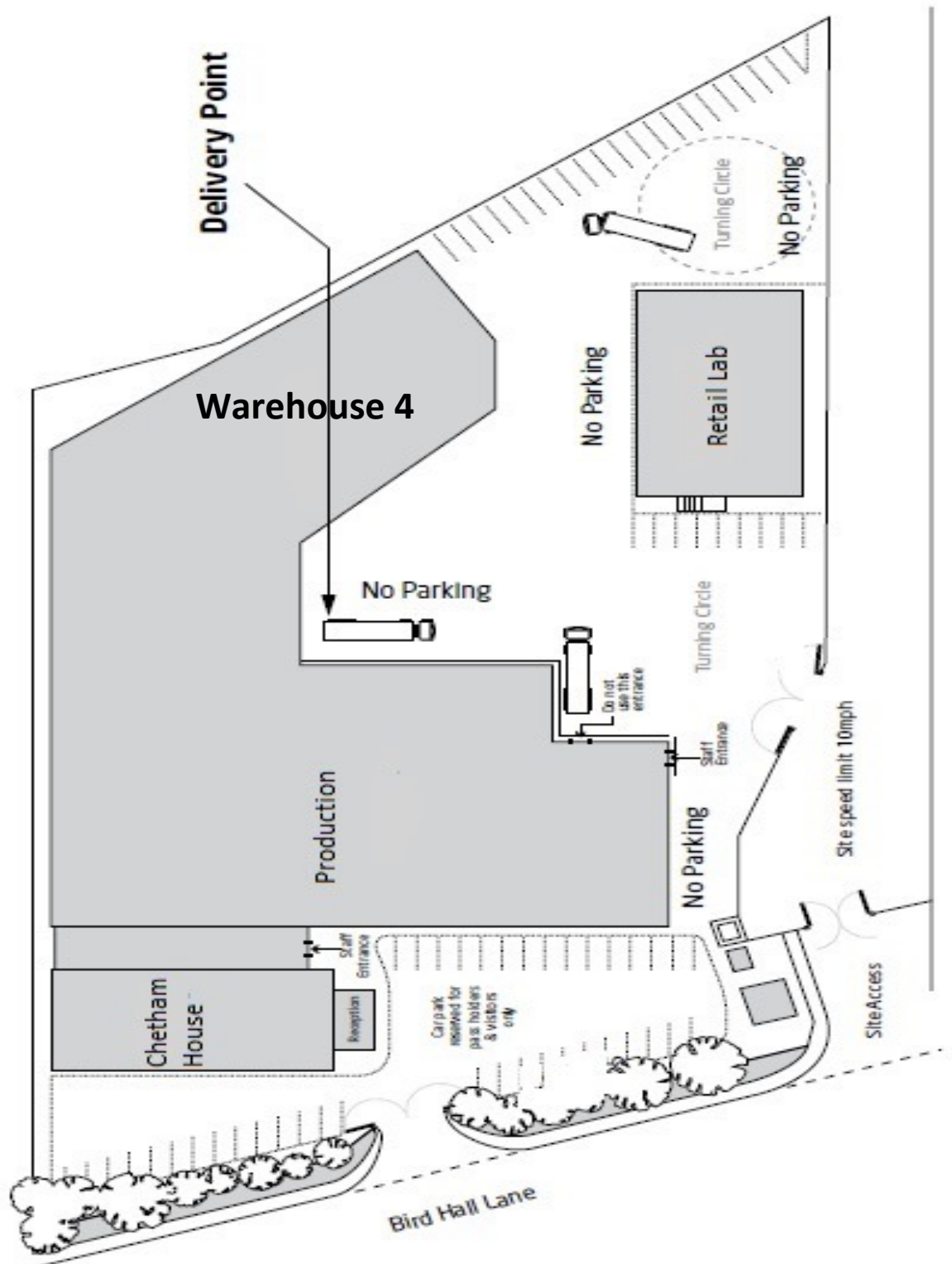
Each pack must be labelled with the following details:

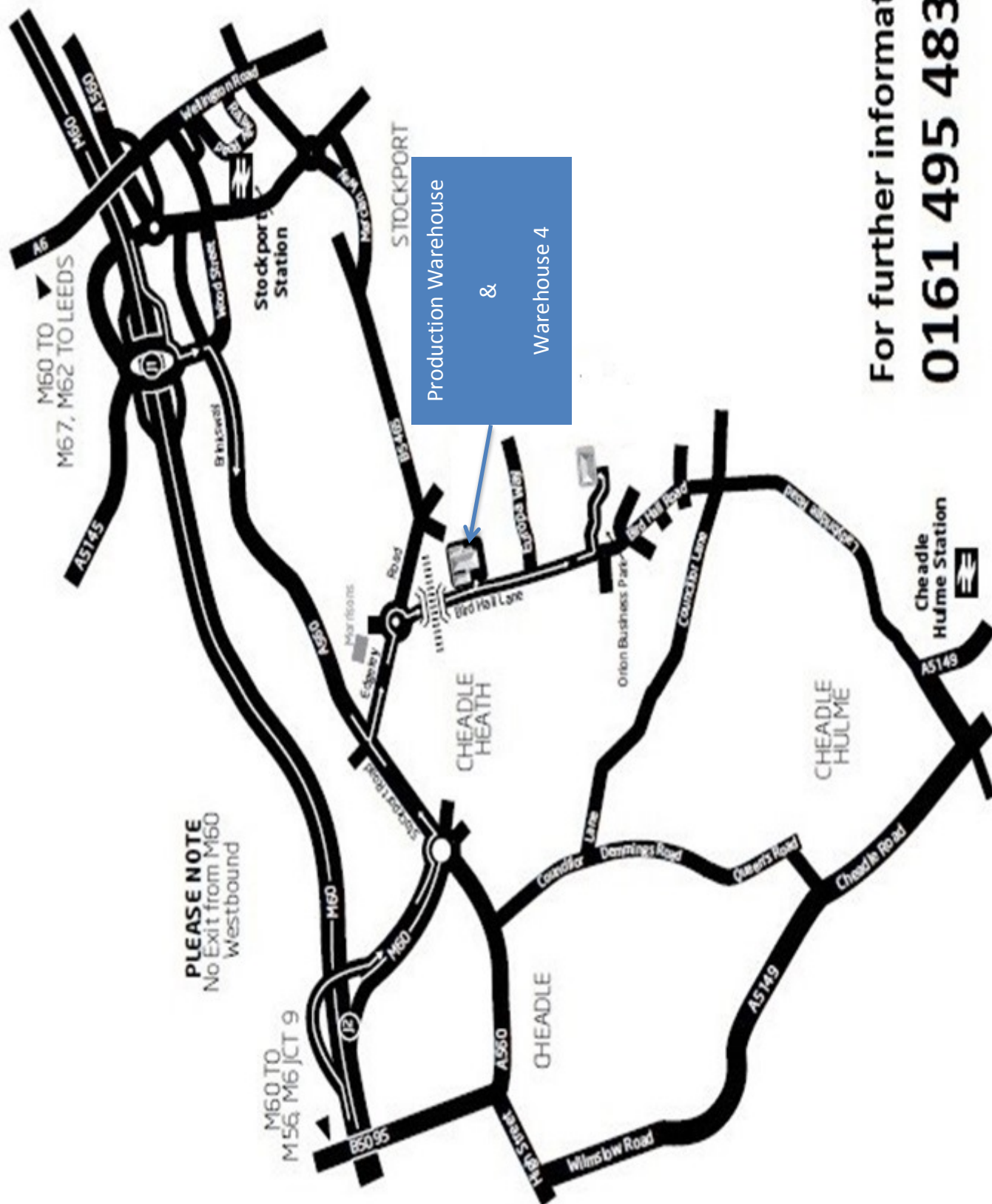
- Product code
- Product description
- Quantity in pack
- Imprint date (if applicable)
- Version no. (if applicable)
e.g.



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

www.theapsgroup.com





For further information
0161 495 4831