



## Booking Procedures & Standards



**01254 503572**  
For a delivery time & slot



**[warehouseteam@granbymarketing.com](mailto:warehouseteam@granbymarketing.com)**  
To receive confirmation of delivery slot & time



Granby Marketing Services Ltd, Stanley Street, Blackburn,  
Lancashire, BB1 3BW



Monday - Friday 9.00am - 5.00pm **(Please note the latest  
booking slot is 4.00pm)**



Pallet specification is standard 4-way pallet (1000mm  
X 1200mm) and no greater than 1500mm in height.



When making your booking, ensure you have the following:  
Product SKU item list, including Description, Quantity, No of  
Box(s) and/or Pallet(s) and whether it is a full or part Delivery.



## Pre-Delivery

\*If an agency or courier is delivering on your behalf, please forward these details to them.

All stock deliveries should be booked in a minimum of 48 hours (UK) and 72 hours (Overseas) in advance of arrival.

Booking in Tel No: [01254 503572](tel:01254503572)

Booking in Email: [warehouseteam@granbymarketing.com](mailto:warehouseteam@granbymarketing.com)

The details required at this point will be the following:

1. Client and Supplier name
2. Full description & qty of the product Sku's
3. Number of Pallets or Loose Parcels expected
4. Preferred Date and time of delivery slot (If available)
5. Contact information/Client/Supplier reference

A member of the warehouse team will confirm a date suitable for delivery and will provide you with a booking reference number.

A Pre-booking form is provided below for you to use to provide the relevant information required:-

### Pre-Booking form

[illegible]





## Delivery

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All deliveries must arrive within the allocated time slot, any deliveries outside of this might not be accommodated and a penalty charge may be applied.

All drivers must enter through the Goods In entrance gates.

All goods arriving must be accompanied by a fully detailed delivery note stating the following:

1. Client and Supplier name
2. Purchase Order number (If available)
3. A breakdown of each pallet or box containing the following:-
  - a) Client sku code
  - b) Description of the goods
  - c) Quantity delivered and quantity to follow if part delivered

All boxes (outers) should be labelled showing:

- a) Client description
- b) Client Sku code

- c) Number of items in the box
- d) Granby SKU code (If available)

All deliveries should be sufficiently packaged. Any damaged, split, opened, or soiled boxes/pallets will be quarantined pending client authorisation for further action.



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## Specifications

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### Pallets

All pallets being delivered must be of good quality, 4-way entry with a fully strutted base of the following size.

**1000mm X 1200mm and no greater than 1500mm in height & weight including pallet no greater than 1 ton per pallet**

**\* Please note - You must state at the booking stage if the pallets are not standard size.**

Any stock/pallet that is not in an acceptable condition (e.g., stock split from pallets/cartons, incorrect pallet specification or unidentified mixed pallets) may run the risk of being refused.

## Individual Boxes or Cartons

The maximum weight of any box/carton with stock must not exceed 20kg.

If the urgency of the goods requires us to accept the delivery (under client stipulation only) a standard charge will be made for re-working the goods.

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## Directions to Granby

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### Coming from the North or South:

- Leave M6, junction 29, on to the M65 (follow M65 for 5 miles)
- Leave M65 at J6 – Blackburn North & East
- At the end of the junction, take the A678 into Blackburn. McDonalds is on the corner and stay in the right-hand lane.

At the roundabout take the second exit, follow along for approximately 0.5 miles until you reach a T-junction. Turn immediately right at the junction for 100 yards until you reach a second set of traffic lights. Turn right at the traffic lights on to Harwood Street (you will notice a Tesco on your right).



Stay on this road until you steer left on a bend passing Graham & Brown Wall Coverings and this road becomes Stanley Street, and Granby is the next business on the left. Go past the first entrance to Granby and further down the road, our Goods In entrance is visible through 2 gates on the left side, whereby you will be met by goods in to be unloaded.