

## 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 – 2.00pm.**

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
- ✓ Carrier
- ✓ Supplier
- ✓ Contact name and telephone number
- ✓ Purchase order/job number
- ✓ Product code
- ✓ Total number of outer boxes
- ✓ Total number of pallets
- ✓ Product description
- ✓ Total quantity of product
- ✓ Pack quantity

## 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)
- ✓ Securely wrapped
- ✓ Products not to overhang pallet
- ✓ 1.3m maximum height
- ✓ 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**

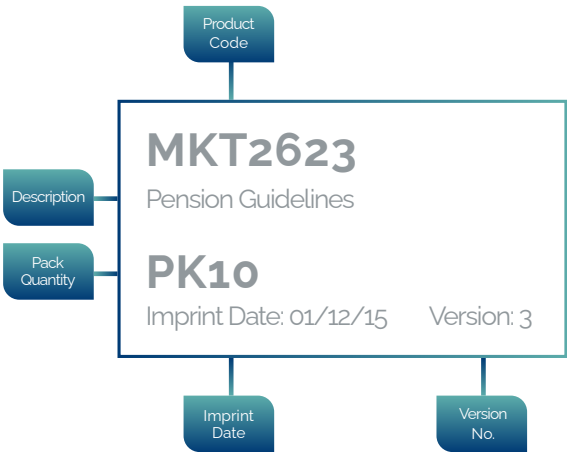


- ✓ Pack quantity
- ✓ Total quantity of units
- ✓ Total quantity of packs

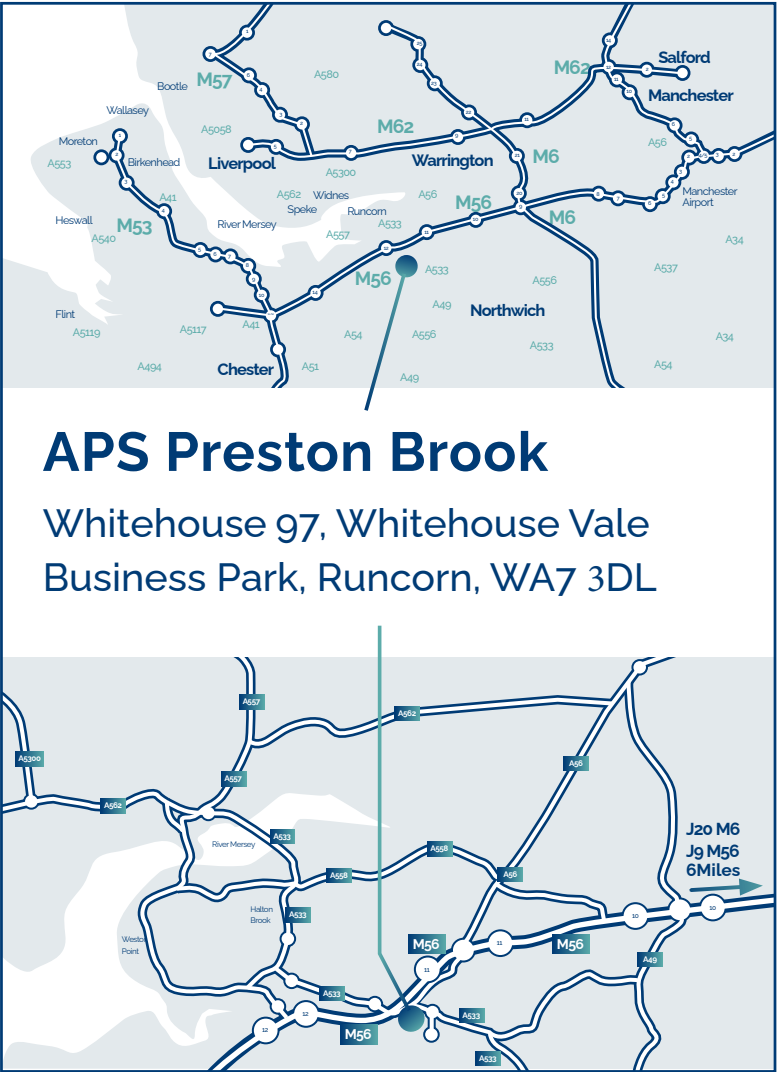
## Labelling

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.



## How To Find Us

