

## FASTANT DELIVERY SPECIFICATIONS

FastAnt prides itself in providing a superior service to all of our customers as a result of ensuring the highest standards in production, quality and time efficiency.

As a supplier to FastAnt, we request your co-operation in ensuring the safe arrival and handling of our customers valuable materials.

This document has been designed to provide you with the pre-requisites for delivering materials into FastAnt.

FastAnt reserves the right to refuse any deliveries that do not adhere to the standards indicated within this document.

### ORGANISING YOUR DELIVERY

Before you can deliver into FastAnt you must call our office on **0870 1221470** and ask to "Book in a Delivery".

During this call our team will request the name of the customer whom you are delivering on behalf, along with the customers Product Code(s). We will also require an approximate arrival time and the exact number of pallets (or boxes for small deliveries) within the delivery.

FastAnt will then provide you with a **Booking Reference**, which your driver must quote at the time of delivery.

**Please note that deliveries made without a booking reference or a complete Delivery Note will be refused.**

### DELIVERY TIMES

All deliveries must be booked at least 24 hours in advance. We can only accept vehicles upon our premises for the purpose of deliveries or collection of goods during:

Monday-Friday 8:30am – 5:00pm

### DELIVERY NOTES

A delivery note **must** accompany all deliveries made to FastAnt.

**Please note that deliveries made without a booking reference or a complete Delivery Note will be refused.**

Your Delivery Note must show:

- Customer Name
- Order Number/Product Code/Job Number
- Description of Materials
- Number of Boxes
- Box Quantity
- Total Quantity

Delivery notes will be signed only for the purposes of receipt of goods, but we will assume supplied quantities are correct. We will not check contents of boxes or bundles.

Damaged goods that are evident on delivery will be notified to the customer as a matter of course.

### PALLETS

All boxes should be palletised (unless very small quantities), packed securely and shrink-wrapped.

Pallets can only be CEN Standard (Euro Pallets) 800mm x 1,200mm and should facilitate 4-way entry.

For purposes of our racking and the safety of our staff, pallets must not exceed a maximum height of 1,250mm (including the pallet), or a maximum weight of 700kg.

Pallets **must not** be loaded where boxes overlap the edges of the pallet.

Pallets **must not** contain mixed materials.

Each pallet must have a pallet card attached showing:

- Customer Name
- Order Number/Product Code/Job Number
- Description of Materials
- Number of Boxes
- Pallet number in consignment (eg: 2 of 4)

## BOXED PRINTED MATERIALS

All items that are delivered for distribution should be boxed and packed to avoid any buckling, distortion or collapsing when stacked in multiples. Boxes must be strong enough and taped sufficiently for delivery via a courier. FastAnt recommend that all boxes are double-walled.

All boxes must be clearly labelled with:

- Product Code
- Description
- Customer Name
- Box Quantity
- Box Weight

## ENVELOPES

Customer supplied envelopes should be of the correct size and of sufficient strength and rigidity to protect the contents in transit.

All boxes must be clearly labelled with:

- Product Code
- Description
- Customer Name
- Box Quantity

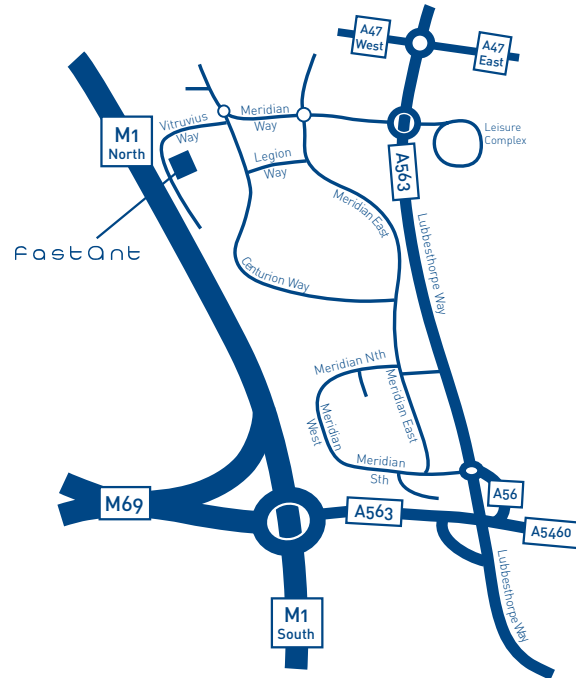
## EXTRA CHARGES

FastAnt will charge customers whose suppliers fail to meet our delivery specifications.

In the event that non-Euro pallets are supplied, we refuse the delivery or charge £15.00 per pallet for re-palletising.

If products are not supplied in the multiples that the customer requires for call-off, we will refuse the delivery or charge a re-boxing fee at 50p per box.

If boxes are supplied without labels identifying the contents, we will refuse the delivery or charge for re-labelling at 10p per label.



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