

STOCK DELIVERY INSTRUCTION

Minimum requirements

All deliveries to be supplied with packing slip detailing number of cartons, pallets and total stock delivered for each individual title

Carton marking

- Both ends, all cartons
- Product name/title & edition/year
- Carton quantity: xxx bundle quantity: xxx

Carton packing

- Carton size of H=210mm, W=310mm, D=220mm maximum weight 12kg per carton
- All cartons of the same title in the same quantity per carton with 1 part carton of overs per title only, which must be clearly marked stating quantity.
- No mixed brochure titles in cartons

Bundling

- Bundle in increments of (10, 25, 50 or 100) depending upon thickness of the brochure, max 100mm thick per bundle
- Packing: face up (do not top & tail product within bundles)

Pallets

- Export grade 900mx 650mm euro pallet, max stack 1.2m high
- Pallet markings - specify product name/title, & edition/year; and number of boxes per pallet
- Pallets to be marked sequentially (1 of xxx etc.)
- Separate titles per pallet wherever possible. Mixed pallets to be clearly marked as such

ADDRESS

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