



a fresh approach
to direct marketing

GOODS INWARD SPECIFICATION

This specification has been compiled in an effort to establish a coherent and controlled method of handling deliveries to our warehouse. This document sets out the criteria to be followed when making a delivery of stock into 4DM (Kettering).

PROCEDURE FOR BOOKING IN STOCK

A minimum notice period of **48 hours prior to delivery** will be required for goods to be booked in for delivery.

Booking in contact details:
Tel: (01536) 316634 or 416426
Fax: (01536) 316654
e-mail: goodsin@4dm.co.uk

Main Delivery Address:
4DM Warehouse and Storage
Henson Way
Kettering NN16 8PX

When booking you will be asked the following information:

- Company Name
- Delivering on behalf of...
- 4DM Purchase order number
- Number of pallets
- Mailing name
- Item code/name
- Quantity

A Unique Reference Number will then be issued. It is important that this is quoted on the delivery note to speed the offloading process.

DELIVERIES

Our facility is normally open from Sunday 22.00 until Friday 22.00 (other than Bank Holiday periods) Deliveries outside these hours can be arranged in special circumstances.

REELS

Please include a sample of each version of stationery either in the core of the reel or attach the sample to the delivery note or in an envelope attached to the reel.

Please note that all Reels should be delivered to:

**Unit 5 Torr ridge Close,
Henson Way,
Kettering.**

DIRECTIONS TO TORRIDGE CLOSE:

Approaching Kettering from the East (towards M1/M6 and from the A1/M11):

- Leave the A14 at Junction 7.
- Take the 4th exit off the roundabout into Telford Way Industrial Estate.

Approaching from the West (towards A1/M11 and from the M1/M6)

- Leave the A14 at Junction 7.
- Take the 2nd exit off the roundabout into Telford Way Industrial Estate.

From either direction:

- Follow the road as it bends round to the right and then the left.
- Go past the main 4DM sites.
- Continue halfway down the long straight.
- Turn left into Torridge Close and continue to the end.
- Turn left into the car park at the end of the road.

PACKAGING AND LABELLING

All items must be securely packed to prevent damage during transit.

Items should be packaged in the same direction whenever possible or minimal number of turns when necessary.

Individual items of packaging, (boxes, ram bundles etc.), should be clearly labelled to indicate the following:

- Insert name
- Mailing name
- Insert code (if applicable)
- Purchase order or contract No.
- Quantity per pack, box or ram bundle (must be uniform)

Cartons must not exceed 12Kg.

RAM-PACKED BUNDLES

The bundle must be at least 250mm long but no more than 430mm, and have hardboard or wood ends at least 1mm larger than the contents.

Labelling of bundles should fall within the specification detailed above. (Packaging & Labelling)

DELIVERY NOTES:

Please ensure the following information is contained on the delivery note:

- Unique booking in Reference Number
- Company Name
- 4DM PO number if applicable
- Mailing Campaign reference
- Item code/name
- Number of pallets
- Quantity
- Delivering on behalf of (Name and address of the supplier and / or printer)

As we are unable to physically verify the quantity of any inserts delivered to us, the quantities stated on the delivery notes will be taken at face value. Consequently if at a later stage it is found that the quantities stated on the delivery notes are incorrect we cannot be held responsible for any subsequent short fall.

**Deliveries that are accompanied with incomplete
Delivery Notes are at risk of rejection.**

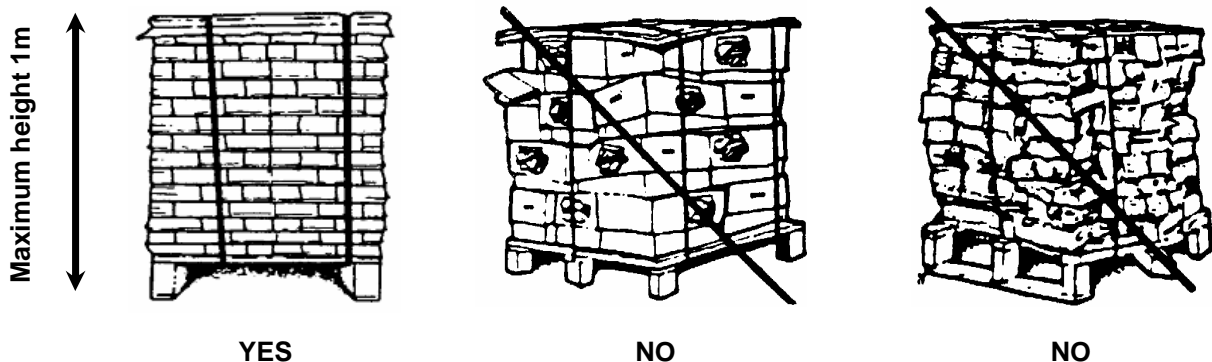
4DM SPECIFICATION – STANDARD PALLETS

1. Pallet Size 1200 x 1000mm
2. OVERALL HEIGHT MUST NOT EXCEED 1m, INCLUSIVE OF PALLET.
3. OVERALL WEIGHT MUST NOT EXCEED 2000lbs (1000kg), INCLUSIVE OF PALLET.
4. Boxes / packets / bundles must not overhang the edges of the pallet.
Items should not be mixed on the same pallet unless agreed by 4DM in advance.
5. Pallets should be banded both ways using Plastic Strapping **please do not use Metal Banding**.
6. Pallets should be adequately wrapped to ensure that the inserts are suitably protected during transit to prevent any damage occurring.
7. Pallets of multiple Poly Reels must not exceed more than 2 reels stacked on their end in height.
These must be shrink wrapped securely to the pallet base.
8. Pallets must be labelled with their part number, description and quantities.

Pallets outside this specification can not be stored within our high bay warehouse.

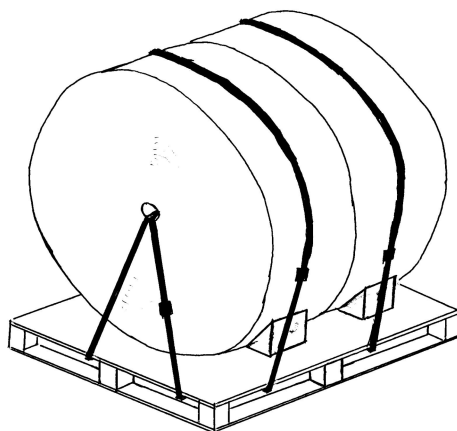
PRESENTATION ON DELIVERY:

Inserts that are not presented according to the following guidelines will not be accepted.

Maximum Weight 1 Ton

Pallets will not be supplied by 4DM except in emergencies with prior agreement.

Pallets provided out of specification or a Health & Safety risk may risk being rejected.

PAPER REELS TO BE ON PALLETS

Maximum diameter of reel – 1200mm.

Dia of reel to be length ways down the 1200mm side of a pallet.

Maximum weight of single reel – 500kgs.

Maximum number of reels per pallet – 2 (unless narrow then 3 by agreement).

Reel core size – 70mm (this core size must be adhered to).

Reels to be delivered on standard sized (1000mm x 1200mm) pallets. They are to be four way and supported as shown.

Reels are to be fixed by polypropylene strapping to the pallet.

Reels must be chocked from both sides.

Reels to be securely 'shrink wrapped'.

Pallets are to be labelled with stationery code, quantity in sheets and approximate weight of stationery and pallet.