



Goods Inwards Delivery Specification

for Direct Mail Production



A minimum notice period of 48 hours is required. Please request a booking in reference from your designated account manager which must be detailed on all paperwork on each delivery.

DELIVERY ADDRESS:

Mailbox
165 Scudamore Road
Leicester
LE3 1UQ

REQUIRED INFORMATION:

Please provide the following information to ensure the delivery is accepted -

- Booking in reference
- Client name
- Version code and quantities
- Pallet quantity

PALLET SIZE:

1200mm (48") x 1000mm (40") conforming to ISPM15.

- Pallet Height Must Not Exceed 1.2m
- Maximum pallet weight accepted is 700kg
- Pallets should be banded both ways using Plastic Strapping please do not use Metal Strapping
- Pallets should be adequately wrapped and labelled to ensure that all products are suitably protected during transit to prevent any damage occurring
- Items should not be mixed on the same pallet
- Each product must be clearly identified and pallet labels displayed stating pallet content
- All deliveries must be accompanied by a delivery note covering the entire delivery.
Ensure that when using an Overnight courier a delivery note is placed on the outside of a box and be accessible

Please securely pack all items to ensure there is no damage during transit. Items must be packaged in a uniformed direction whenever possible or a minimal number of turns depending on individual item as items will be Hopper Fed.

A 75mm minimum depth with all items facing the same direction and rotation is a standard requirement. Failure to do so may result in additional handling charge for rework.

Individual items of packaging, (boxes, ram bundles etc.), must be clearly labelled with the following:

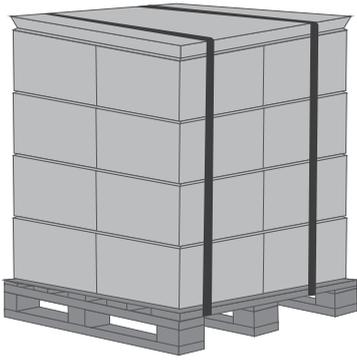
- Insert name/code
- Mailing name
- Quantity per pack, box or ram bundle (must be uniform)

Cartons must not exceed 12Kg.

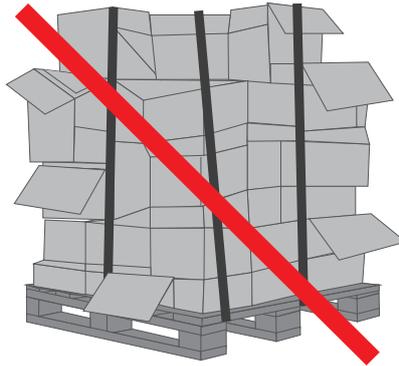
Full pallets to have pallet labels on both the 1200mm and 1000mm side to make offload of mixed loads from truck sides easily identifiable due to label visibility.



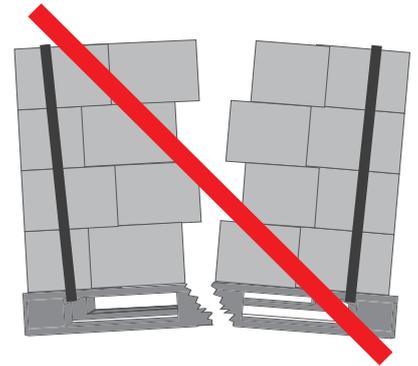
YES



NO



NO



STATIONERY REELS

Diameter must not exceed 1200mm.

- Min. 165.1mm Max. 457.2mm
- Core inside diameter 70mm
- Standard 4 way pallets (not 3 legged) 1200mm x 1000mm only, Euro pallets are not suitable

All reels must sit within the pallet footprint with no overhang.

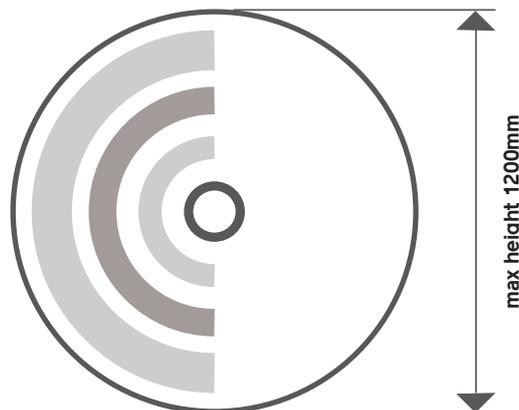
3 samples of each stationery type must be provided within the reel core.

An arrow must be drawn to show the direction the stationery comes off the reel.

Any set up copies must be clearly marked.

Pallets to be labelled with stationery code & quantity supplied in sheets & must be securely wedged & shrink wrapped.

Each reel must weigh no more than 500kg & the total pallet weight must not exceed 1000kg.



POLY REELS

Pallets of multiple Poly Reels must not exceed more than two reels stacked on their end in height.

- Reels must be shrink wrapped securely to the pallet base
- Maximum reel Outer Diameter : 350 mm
- Core size 76mm inside diameter
- Maximum reel weight : 30kgs
- Minimum reel weight : 15kgs



How to find us

Exit the M1 at Junction 21 and head for Leicester City Centre. Join the A5460 where you need to remain in the left hand lane. Very soon after joining the A5460 you need to exit via the slip road just before the bridge. The slip road curves sharply to the left and meets a roundabout where you need to take the third exit and join the A563, Lubbethorpe Way. Continue along the A563, past the petrol stations and you will come to a roundabout with traffic lights. Keep in the left lane and take second exit and progress to a small roundabout where you need to take the first exit which is Scudamore road. Progress along Scudamore road for about a mile, after you have passed Wembley Road which is on your left you will find Mailbox about 50 yards ahead to your right.

Please note we have limited parking space for large vehicles so please phone ahead.

Mailbox
165 Scudamore Road
Leicester
LE3 1UQ

Delivery Booking-In
Tel: 0116 2964194
Email: callme@mailbox-direct.co.uk
Web: www.mailbox-direct.co.uk

