



Delivery Specification

These guidelines set out the criteria to be followed when delivering to Mailing and Marketing Solutions Ltd. They have been created to ensure we provide our clients with the best possible service and therefore should be adhered to at all times.

Booking In

All deliveries should be pre-booked 24 hours in advance through our online SDB booking in system which can be accessed at www.mams-sdb.com

If you do not have access to this please contact your Customer Service Representative who will issue you with a login.

Deliveries are accepted between the hours of 08:00 and 16:00 Monday to Friday (excluding bank holidays).

Deliveries outside of these times can be accepted by special arrangement however, may be subject to an additional charge which will be discussed with you in advance

Delivery Note and Labels

A delivery note containing the following details should accompany all deliveries. Failure to do so may result in the delivery being refused.

- Booking in reference / Job number
- Number of pallets
- Description of goods / Item code
- Individual pallet quantity breakdown
- Delivery company contact details

All pallets must have a pallet label on all four sides of the pallet. Pallet labels should state a description of the goods and the quantity on the pallet. If the goods are in bundles the quantity per bundle and number of bundles should also be stated.

All deliveries are signed as "unchecked" and booked in using the information on the delivery note. We therefore do not accept responsibility for incorrect deliveries

Presentation of Goods

Booklets/Brochures – Where possible on small pagination booklets (8pp, 12pp, 16pp) these should be spine glued and ram bundled. Where ram bundled these should have hard board ends and be cross strapped. If they are unable to be spine glued, they should be staggered stitched and presented in the following manner -



Spine Thickness	Stitching	Banded/Bundled
< 1mm	Stagger Stitched	Paper banded/bundled in 50's and turned once, BPOP with divider sheets between layers
1-2mm	Stagger Stitched	Paper banded/bundled in 50's and turned once, BPOP with divider sheets between layers
2mm plus		BPOP, not turned with divider sheets between layers

The pallet must have a solid lid and corner protectors and must be suitably secured with 4-way strapping and clear shrink wrap. The solid lids should overhang past the pallet corner protectors.

Leaflets – Where possible these should be ram bundled to ensure they are supplied as flat as possible and must not be boxed under any circumstances. Where ram bundled these should have hard board ends and be cross strapped. The pallet must have a solid lid and corner protectors and must be suitably secured with 4-way strapping and clear shrink wrap. The solid lids should overhang past the pallet corner protectors.

Envelopes – All envelopes should be packed in corrugated cardboard boxes in uniform orientation. For extra protection two cardboard inserts are to be placed at intervals in each box. They should be boxed in the following quantities

C4 – 250

C5 – 500

DL – 1,000

C6 – 1,000

Printed Reels – Reels should be loaded upright with the flat edge facing the long edge of the pallet. They must be strapped onto the pallet with one strap around each reel and a strap through the central core. There should be additional strapping through the central core and cores holding the reel in place. Samples of the product should be placed inside the core.

Raw Material Reels – The Raw Material reels should be delivered chimney stacked on a pallet.

Pallet Construction

Pallets should be a standard 1200mm x 1000mm 4-way entry pallet with a maximum height of 1200mm and maximum weight of 1000kg. There should be a solid base to all 4 sides of the pallets. Pallets carrying reeled goods must have a layer of chipboard secured to the top of the pallet for the reel to sit on.

Pallet Specification

- Materials must not overlap the pallet edges on any side of the pallet
- Cardboard corners should be used to protect items where necessary
- All pallets must be wrapped with clear shrink wrap
- Pallets must not contain mixed stock



Delivery address

Mailing and Marketing Solutions Ltd
Stadium Gate
Parkside Industrial Estate
4 Middleton Grove
Leeds
LS11 5BX



Non-conformance in relation to the above may result in additional costs or a refused delivery. Thank you for your cooperation in advance.