

**INSERT DELIVERIES TO OMEGA WAREHOUSE**

* To request a delivery slot booking you must email [omegabookings@thehutgroup.com](file:///C%3A%5CUsers%5Chooles%5CDocuments%5CWarehouse%20Booking%20%26%20Delivery%20Form%5Comegabookings%40thehutgroup.com) with a completed booking form. Please also cc suzanne.hoole@thehutgroup.com. A booking is secured once you receive a booking reference number and delivery date/time slot from the bookings email. This number will be alphanumeric.
* All deliveries must be pre-booked. A delivery will be refused without a booking reference.
* Booking requests must be sent at least 72 hours in advance to secure a booking.
* The booking is not confirmed until you have received a confirmation back from the warehouse which details an alphanumeric number which you must provide to the carrier / driver making your delivery. Drivers must quote the booking reference to gain access to the site on the day of delivery.
* If you need to amend a confirmed booking please email omegabookings@thehutgroup.com with your amendment request and await their email confirmation of the change. Changes may include date/time amendments, additional PO’s, unit/carton/pallets quantities. Please note your reference number will remain the same so it is important that you have confirmation back from bookings that the amendment has been processed.
* Should you be requesting a delivery slot for GLOSSYBOX or LOOKFANTASTIC Beauty Box inserts, please ensure you have received a PO for these prior to booking in. Please contact suzanne.hoole@thehutgroup.com to request this (Nov2020 update – inserts for Glossybox to now got to ICON).

**PALLETS:**

* Omega will only accept Euro Pallets – this is due to the size of the racking.
* Maximum acceptable height including the pallet is 1.8metres.
* Maximum acceptable weight is 1000kg inc the weight of pallet.
* Pallets must be securely brick-stacked and securely wrapped.

**Failure to do so will result in refusal of delivery**

**Attached to the pallet must be a delivery note containing the following delivery information:**

* Quote ‘Area 1’
* Booking reference
* Dispatch channel (ie Lifestlye, Beauty, Myprotein)
* Campaign start date
* Total quantity per box/pallet/total delivery

**Failure to do so will result in refusal of delivery**

**INSERTS must be boxed and clearly marked with the following:**

* Total unit quantities per box
* Advertiser name and a sample of the insert attached to the top of each box
* Campaign start date

**Failure to do so will result in refusal of delivery**

**Additional Requirements:**

* No delivery will be accepted without prior notification.
* Damaged or unsafe pallets will not be accepted.
* All deliveries must be accompanied by a delivery note quoting the above.

Please find full warehouse address below:

The Hut Group - OMEGA

Omega South

Skyline Drive

Great Sankey

Warrington

WA5 3UG

WA5 3TP for use in a Sat Nav