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**Booking in requirements**

**FAO:** Sophie Coleman

**Delivery Address**: Response Envelopes - Print – Mail 1 Styles Close, Sittingbourne ME10 3BF

**Instructions:**

Please call or e-mail to book in 48 hours prior to delivery:

01474 322 283

Or

Email sophie@responseepm.co.uk

When booking in the delivery we will need to know the following

**Campaign Pack Title Name: -**

**Insert Media Name: -**

**Qty: -**

**How many pallets / boxes: -**

**Date of delivery: -**

All pallets delivered in will need to have a pallet sheet with this information on top & the sides.

Acceptable pallet sizes for all media deliveries: -

Euro pallets

**800x1000mm**

**1000x1200mm (preferred)**

Good quality / unbroken pallets

Failure to adhere to the pallet spec may result in a re-packing charge or refusal of delivery.

Box deliveries: - acceptable but individual boxes must weigh no more than **20kgs each**

**“Please note:** Delivery dates must be adhered to, and **no** extensions will be possible due to a tight turnaround with deadlines. Please ensure your inserts are booked in as per the delivery guidelines and on the above delivery dates. Failure to do so will result in your inserts not being enclosed but **charges will still apply”**.