



Conditions for Receipt of Paper Reels

Deliveries

All deliveries must be booked in advance where an allocated delivery slot will be allocated. Vehicles must not arrive on site half an hour earlier or later than their allocated slot for unloading. If a delivery is delayed by more than half an hour then the Paper Department must be notified of this by telephone on 01621 877777 during office hours and 01621 877720 out of hours.

If a vehicle does arrive early they will be turned away from the premises. There is no provision on site for the parking of vehicles that have arrived early. Overnight parking for unloading the following day is strictly forbidden and in the case of any vehicle found to be doing this the driver will be instructed to leave the premises.

Whilst on site, drivers must respect the rules of the site. This is a no smoking site and this rule includes smoking inside vehicles at the site. Toilet facilities are available to drivers where they will be directed by our staff if requested.

Reels

We have now installed a system of barcode scanning of all stock. To assist us with this please ensure that all reels are barcoded. The first eight digits of the barcode would need to contain the individual reel number with the next four digits corresponding to the weight. Delivery documentation must contain details of every individual reel with reel number, weight and barcode. Reels must be loaded with the barcode labels facing outwards in order to assist us with scanning. The bed of the vehicle needs to have been swept clean prior to loading. Reels with damage, crushed cores or other faults will be rejected and will be left on the vehicle. Reels loaded in the middle of the vehicle that are not accessible for our clamp trucks from either side will not be accepted.