



**Unit D, Paddock Wood Distribution Centre  
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## **SUPPLIER PACKAGING/DELIVERY INSTRUCTIONS**

It is essential that all palletised deliveries into Combined Book Services meet the following requirements: -

### **PALLET SIZE**

48" by 40" (1200 x 1000mm)     **4-way entry**

### **PALLET HEIGHT**

4ft (1250mm) with a maximum total weight of 1000 kg.

All pallets should be securely shrink-wrapped or strapped and there should be no overhang. Any pallets received in unsafe/bad condition or on the wrong size pallet may be liable to a restacking charge of £25 per hour.

Each pallet should be labelled with the following information

- Delivery address
- ISBN and title
- Pack size
- Number of packs
- Total pallet quantity

### **PACK PRESENTATION AND LABELLING**

Pack labels should contain the following information:

- |                |               |
|----------------|---------------|
| • Publisher    | ISBN          |
| • Retail Price | Printer Name  |
| • Title        | Pack Quantity |

Please ensure books are packed adequately for transport and storage and book deliveries in **at least 72 hrs in advance** of intended delivery date.

Contact details as follows:

Tel: +44(0)1892 839802 / 839803 Email: [warehouse@combook.co.uk](mailto:warehouse@combook.co.uk)

DELIVERY TIMES: 8.30 - 1.00pm | 2.00pm - 4.30pm MONDAY to FRIDAY.