

## Ambient Supplier Delivery specification



Document

Rev: 1.1

Effective Date : 27th June 2017

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### Booking in

1. Bookings must be made Monday to Friday, between the hours of 08:00hrs and 17:00hrs. Please contact:

D&S Office: 01623 440171

2. All deliveries must be booked in 48 hours in advance with a member of the D&S Storage Ambient team;
3. Failure to book in will result in the delivery being refused.
4. All other issues please contact:

Robyn Churm: 01623 440171 [Robyn@dandsstorage.com](mailto:Robyn@dandsstorage.com)

### Delivery

1. Deliveries will only be accepted Monday to Friday between 07:00hrs and 17:00hrs. Deliveries at any other times will only be accepted subject to prior arrangement with D&S Storage Ltd and at the discretion of the management team.

#### All deliveries must be accompanied with a delivery note clearly stating:

- The customer's reference number
- The customer's product code and description
- Cases per pallet
- Total pallet quantity
- Batch code and Best Before date where applicable. **Any mixed batches or mixed best before dates must be listed & clearly identifiable**

**\*Please ensure that two copies of the delivery note accompany the stock as one copy will be retained by D&S Storage\***

2. All deliveries of consumable/perishable product must be made on a suitable vehicle i.e. temperature controlled where appropriate

### Pallets

1. **ALL** deliveries must be palletised on standard 4-way entry, full perimeter baseboard, 1 metre x 1.2 metre pallet (GKN style pallet).
2. All pallets must be of sound and undamaged construction and suitable for use in high bay racking or risk being rejected.
3. Pallet heights must not exceed **1.6 metres including pallet**. Any overhang is not acceptable and may risk the pallet being rejected.

### General

1. All cases must be clearly labelled with the customer's code, description, and qty per case. For edible products the date of manufacture, batch code and Best before date must also be stated.
2. All external packaging must be free from contamination (e.g. wet, evidence of rodent attack, open cases or damage) and must not contain staples, pins, twists, ties or rubber bands etc.
3. All products must be free from swarf and extraneous matter.

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All deliveries must be delivered to the below site address with the driver reporting into reception upon arrival:

### D&S STORAGE LTD

Monarch House  
Coxmoor Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 5LA

**\*Please note that the site operates a one-way system, ALL vehicles entering site must turn right into the yard\***

