

Checklist for Delivery Instructions

Use this list to check if the main points on the Delivery Instructions are met.

Notification of incoming delivery (Point 4 of Delivery Instructions)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Notification of delivery | Fax: +49 (0)711 7899-1618 |
| <input type="checkbox"/> Date of delivery noted on Freight Documents | Tel.: +49 (0)711 7899-1611 |
| | E-mail: wareneingang@kno-va.de |

Delivery note (page 5 of Delivery Instructions)

- Exact delivery address
- Supplier
- Date of delivery
- Name of publisher
- Title number / short title / ISBN
- Total number of items
- Number of pallets per title
- Number per title & pallet

Packaging (Points 11 and 12 of Delivery Instructions)

- perfect Euro-Pallet
- Maximum height of pallet 110 cm including cover
- Clearance between book block and edge of pallet > 3 cm
- Edge guards
- Pallet and book block shrink wrapped (including base of pallet)
- PE strap tapes
- Information flyer tagged to pallet with the following information: Publisher, Title number & ISBN, short title, quantity per pallet, edition number
- List of contents fastened to mixed pallets