

Delivery guidelines for the delivery of goods

- Shipping address: Borek media GmbH
Lüttgenröder Straße 4
38835 Osterwieck
Germany
- Phone: 03 94 21 / 71 - 282
Fax: 03 94 21 / 71 – 5282
- Contact: Andy Brandt 03 94 21 / 71 - 282
- Acceptance times: Weekdays Monday to Friday from 07.00 AM to 02.30 PM
- Shipping notification: Each delivery needs to be announced with delivery date and time.
- Delivery note: Each delivery must be accompanied by a delivery note which can be reached from outside and which must contain the following information:
- delivery address
 - sender / contact person for queries
 - delivery date
 - quantity
 - material description
 - customer at BOREK
 - order number at BOREK
 - order name
- Delivery: All deliveries must be made free domicile.
- Load carrier/ packaging:
- The delivery takes place exclusively on undamaged euro pallets.
 - In case of larger batches, varietal purity per pallet must be guaranteed.
 - For mixed pallets (several types on a pallet) do not pack in layers.
 - Maximum height of the pallet (incl. pallet and pallet cover): 1,40 m
 - Pallet cover must not exceed the pallet dimensions.
 - Maximum weight per pallet: 900 kg
 - Slack on pallet in combination with identical layer structure.
 - Material must be stored away from edges.
 - Goods which are intended for further processing in laser printing, must be delivered in handy quantities. When stored, they must be delivered in climate-controlled cartons.
 - The label must be identical on all packaging units. It must be readable from the outside without opening the packaging unit.
 - The material must be packed in standard cartons.
 - The maximum weight of a packaging unit must not exceed 10 kg.

Load securing: - The euro pallets must be secured with stretch film and need to be packed in even layers. The individual layers must be secured against slipping by paper or cardboard.

Marking of pallets: The marking of the pallet must be carried out by means of a pallet flag on the transverse and log sides.

- sender details
- description of the article
- quantity per pallet
- order number of BOREK
- employer of BOREK

Check of the transmission: Borek media takes the transmission under reservation concerning quantity and quality, and confirms only the number of delivered packaging units.

In the event of damage, which is immediately recognisable, this must be noted on the transport document and countersigned by the carrier.

We reserve the right to later claims for damages due to hidden damages and shortages.

Additional expenses: In the event of deviations from these delivery guidelines, either additional costs incurred shall be invoiced separately to the supplier or acceptance shall be refused.

Settlement of expense allowances:

Repacking of pallets due to excess height, excess width, excess weight, instability or quantity checks	per infringement and pallet	25,00 EUR
Missing accompanying documents (delivery note and/or freight note), or missing details		50,00 EUR
Failure to notify, or notification too late		80,00 EUR
Unloading of a vehicle not capable of using the ramp		100,00 EUR
Non-returnable pallets	per pallet	25,00 EUR

Osterwieck, the 01.01.2019

Nils Lüttge
Logistic Manager