



DELIVERY SPECIFICATION

A DELIVERIES TO PARAGON (SUNDERLAND SITE)

Packaging	All goods must be packed in the specified pack quantities (eg per box, pack, roll of 500, etc)
Pallets	Pallets should be either 1200 x 1000 or 800 x 100 All pallets should have Full Perimeter Base and be four way entry. The pallet should be no more than 45" high including pallet. Items should not overhang the pallet. No stacking.
Mixed Pallet	Pallets with several different items on should have a label on A4 label listing the individual stock codes, number of boxes and total quantity. eg S*****/** 10 boxes of 1000 10000 forms S*****/** 5 boxes of 5 packs 25 packs
Labels	All stock delivered must have Paragon labels. Labels should have the correct Purchase Order Number, Stock Code, Quantity and Unit on. eg forms, packs, labels, rolls, pads or books Paragon reserve the right to refuse to accept delivery of goods not correcting labelled.
Delivery Notes	Paragon reserve the right to refuse to accept delivery of goods not correctly labelled.
Vehicles	Vehicles delivering palletised consignments to Paragon Sunderland should be at least 7.5T so that dock levellers can be used to unload. Rear door tip only.
Bookings	Deliveries of three pallets and over must be booked in with Paragon Sunderland on 0191 5146355. Bookings should be made at least 24 hours before despatch. No deliveries accepted after 1500 hrs. Paragon to be advised of any delays as soon as possible.