



Delivery guidelines for publishers/printers

Central warehouse registration

Telefon: +49 (0)7151/3006-404/ -405

Telefax: +49 (0)7151/3006-164

E-Mail: wareneingang@svk.de

Delivery address

We maintain two warehouses. After the notification of deliveries we will inform you about your delivery address and if necessary about the unloading order in the case of full-load consignments.

- Stuttgarter Verlagskontor SVK GmbH, Wareneingang, Im Riebeisen 33, D-71404 Korb

- Spedition Brucker, Wilhelm-Soehnle-Straße 1, D-71540 Murrhardt.

Opening hours

Monday - Friday:

07.30 - 09.00 a.m.

09.15 - 12.15 a.m.

12.45 - 14.45 p.m.

1. Delivery advice

In order to inform you in advance about the exact delivery address and to avoid waiting times during unloading, it is **absolutely necessary** to advise deliveries. Please send us the delivery advice until 01.00 p.m. -2 working days before the delivery is made- either by E-Mail or by fax. Please use therefore the **attachment no. 1**.

2. Delivery note

A delivery note is to be provided with each consignment. (Our delivery advice can be used as delivery note.)

3. Freight costs

Consignments are delivered free warehouse.

4. Customs and duties

Consignments from abroad are only accepted duty paid and customs cleared.

5. Unloading

Pallets must be stacked on the vehicle in such a way that they can be unloaded by a forklift truck through the rear from the loading ramp. The minimum height of the vehicle's cargo bay should be 90 cm, the maximum height 150 cm, the optimum height = 120 cm.

Unloading of vans or trailers not matching the ramp will be charged with 50,00 €.

If unloading can only be done risking damaging the supplier's vehicle, the risk is completely with the supplier. We will issue forms for the assumption of liability.



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6. Packaging

The consignment must be packed on EURO-pallets or in cardboard boxes. Loosely packed goods will be repacked and the costs will be charged.

EURO-pallets

Dimensions

EURO-pallets (length 1,20 m, width 0,80 m) must meet the requirements of the norm DIN 15146 or UIC 435-2.

Maximum packing height of a pallet is 1,20 m (including pallet). Non-standard EURO-pallets will be repacked and the costs will be charged.

Pallets structure

Consignments consist of only one article per pallet. The articles must be packed on the pallets in identical layers. The layers should leave not less than 2-3 cm free from the edge of the pallet floor on all sides. Pallets that contain various articles or contain articles that are not stacked in identical layers will be repacked and the costs will be charged.

The maximum weight of a pallet shouldn't exceed **800 kg**.

Securing

The content of a pallet must be stabilized through transparent shrink wrapping or through plastic bands (no metal bands). If we consider wrapping or banding as insufficient, we will provide additional stabilizing. The costs will be charged.

Labeling

Every pallet must carry a label on both short sides. The label should specify the requested information in accordance with **attachment no. 2**.

Pallet exchange

Standard EURO-pallets used as a loading device can be exchanged. Other pallets have to be disposed of and charged.

Cartons

Cartons consist of only one article per carton. Every carton must carry a label specifying the requested information in accordance with **attachment no. 2**. The maximum weight of a carton shouldn't exceed **15 kg**.

Packaging units

Articles should be wrapped or packed in cartons, paper, foil or with bands (packaging units of 5, 10 or 15 units.)

The packaging units should consist of an identical number of pieces and should specify the German ISBN and the quantity [font size at least 28 pt (10 mm)].

Sales units

Bundlings consisting of more than one copy of an article should be labelled as "1 unit" and show the unit's article no.

Bundlings consisting of various articles should be labelled as "1 Set" each and show the article number of the set.



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All articles must show a machine-readable barcode specifying the German ISBN.

7. Acceptance of the consignment

The goods received will be checked against the documents and stored under condition. The shipper will be given a receipt confirming quantity of packing units delivered.

8. Non-compliance with delivery guidelines

Any additional costs incurred through non-compliance with these delivery guidelines will be charged either to the publisher or to the supplier responsible. We may also refuse acceptance of delivery.



Attachment no. 1: Delivery advice

Delivery Advice

Stuttgarter Verlagskontor SVK GmbH
 Logistiksteuerung
 E-Mail: wareneingang@svk.de
 Fax: +49 (0) 7151 / 30 06-164

Supplier

The delivery of the goods is scheduled for _____ between

07:30 - 09:00
 09:15 - 12:15
 12:45 - 14:45

Delivery on pallets:

ISBN / Article No.	Quantity pallets	Quantity per pallet	Quantity per packaging unit	Edition	Notes

We kindly ask you to let us know, if the delivered goods are intended for a marketing campaign.

Delivery in cartons:

ISBN / Article No.	Quantity cartons	Quantity per carton	Quantity total	Edition	Notes

We kindly ask you to let us know, if the delivered goods are intended for a marketing campaign.

This part will be completed by SVK

We confirm you the desired delivery date.

Your desired delivery date is unfortunately impossible.

Please deliver instead on _____ between _____ and _____ o'clock.

Please deliver to:

Warehouse: SVK, Im Riebeisen 33, 71404 Korb, Opening hours from 07:30 -14:45

External Warehouse: Spedition Brucker, Wilhelm-Soehnle-Str. 1, 71540 Murrhardt, Opening hours from 07:30 - 14:45

Note: _____



Attachment 2: Labelling of packages

Pallet content

Pallet no.	Qty	Article no.	Qty per layer	Qty per rest layer	Qty articles per unit

Carton content

Carton no.	Qty	Article no.