

Delivery conditions

Please note that the following guidelines are complied with in order that the goods delivered by you can be promptly received and no storage or processing problems ensue.

- We must receive notification of delivery not later than 48 hours beforehand – otherwise this can result in waiting times or even a refusal of acceptance. For container deliveries, the date and time must be specified. For pallet deliveries, specification of a time window is possible.
 - Eversfrank Meldorf anlieferung.meldorf@eversfrank.com
 - Eversfrank Preetz anlieferung.preetz@eversfrank.com
 - Eversfrank Berlin anlieferung.berlin@eversfrank.com
 - Eversfrank Alzey anlieferung.alzey@eversfrank.com
 - Eversfrank Neumünster (Johler) anlieferung.neumuenster-johler@eversfrank.com
 - Eversfrank Neumünster (ABC) anlieferung.neumuenster-abc@eversfrank.com
- Please directly coordinate the delivery address with your relevant contact partner in our group.
- Unless otherwise agreed, exchangeable EURO pallets shall be used when delivering goods on pallets. Please deliver cut-to-size sheet-stock paper on disposable pallets of suitable format. Exchangeable EURO pallets will either be exchanged on a one-for-one basis or – if appropriate – offset against your exchange fund account.
- For insertions to be processed by us in several orders, it is absolutely necessary that everything be separately placed on EURO pallets and labelled with the corresponding order number.
- The pallet packaging must ensure a displacement- and slip-free transport.
- The goods may not protrude over the pallet format (80 x 120 cm) on any side.
- The max. weight of 800 kg per pallet and a total height of 160 cm (incl. pallet) may not be exceeded. For storable pallets in Meldorf, a total height of only 110 cm (incl. pallet) applies.
- The following conditions apply to insertions:
 - Play-free and flat-lying storage on pallets
 - Stacking heights from 8 to 10 cm grip height
 - No interleaving in the stack = non-interleaving
 - Layers separated by intermediate sheets
- Pallet and accompanying document labelling
 - Eversfrank Group order number
 - Item description / Promotional item and issue number
 - Quantity on pallet, total quantity and number of pallets
 - Contact partner in our group
 - Pallet slip on each front side
- Packet and accompanying document labelling
 - Eversfrank Group order number
 - Name of orderer, contact partner in our group
 - Article name
 - Item description / advertising medium and issue number
 - Quantity in packet, total quantity and number of packets

Please comply with our guidelines in order for us to ensure a smooth manufacturing run in our production facilities for you. In the event of non-compliance with the delivery conditions, the Eversfrank Group shall reserve the right to invoice the customer for the costs incurred as an additional expense.

In the event that it is not possible for us to unambiguously assign the goods – in spite of a careful check of your delivery and accompanying documents, we will unfortunately be obliged to refuse acceptance of the goods.

Faulty, damaged goods and incomplete labelling will also lead to a refusal of acceptance. We ask for your understanding in this regard.

We would like to thank you in advance for your support. Please contact us personally if you need any information or have any queries – we would be delighted to help you.



Delivery address:

<u>Location</u>	<u>Delivery address</u>	<u>Delivery address for trucks</u>
Eversfrank Preetz	Frank Druck GmbH & Co. KG Industriestraße 20 D-24211 Preetz	Frank Druck GmbH & Co. KG Druckerstraße 1 / direkt von der L211 24211 Preetz
Eversfrank Meldorf	Evers-Druck GmbH Ernst-Günter-Albers-Straße D-25704 Meldorf	Evers-Druck GmbH An der Miele 17 D-25704 Meldorf
Eversfrank Berlin	EVERSFRANK BERLIN GmbH Ballinstraße 15 D-12359 Berlin	
Eversfrank Alzey	ARO-Druck GmbH & Co. KG Rudolph-Diesel-Straße 4 D-55232 Alzey	
Eversfrank Neumünster (Johler)	Johler GmbH & Co. KG Gadelander Straße 77 D-24539 Neumünster	
Eversfrank Neumünster (ABC)	ABC Industriebuchbinderei GmbH & Co. KG Baeyerstraße 22 D-24536 Neumünster	

Example of pallet slip

Supplement x 2121

Pallet 1 / 8

Quota 1 - main run

Place of loading: Meldorf, internal order number: 3301155

Version 001 / Supplement X for promotional item Z		
Code Our order number		Delivery Today
Issue/ Medium 04/2121		Distribution date Tomorrow
		0/0/0
Dispatch type quantity 120,000 copies	Issue quantity 936,000 copies	Dispatch type weight 297 kg
Recipient Contact partner in our group		



Transport unit	NVE/SSCC
	
(003)42602109122266660	

Example of delivery note

Quota 2 - to final recipient

RECIPIENT	ORDERER
EversFrank Group	Sender, name
Contact partner in our group	Street
Street	Postcode City
Postcode City	

Promotional item

001 / Supplement X for promotional item Z

Delivery date: Today

Issue 04 /2121

Delivery quantity 936,000 copies

Cargo weight: 2,232 kg

Number of PUs: 8 [EUR]

Carrier: Haulage company

Freight payer:

Our order number	
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Example of package label

Sender Name Street Postcode City	
Packet 1/8 Total quantity 963,000 copies Quantity/Carton 5,000 copies	Recipient EversFrank Group Contact partner Our order number Supplement X for promotional item Z Street Postcode City