

Terms of delivery

In order to avoid difficulties that may occur regarding admission into our warehouse or processing for storage, and as to ensure a timely acceptance of the goods delivered, we kindly ask you to follow the guidelines as stated below:

- Deliveries must be advised via mail at least 24 hours in advance as to not result in longer waiting periods or a refusal of acceptance of the goods. When delivering containers, date and time must be stated in advance, when delivering pallets, stating a certain timeframe will suffice.

Please notify using the following mail addresses, dependent on the location of delivery:

Eversfrank Meldorf	anlieferung.meldorf@eversfrank.com
Eversfrank Preetz	anlieferung.preetz@eversfrank.com

- Please coordinate the delivery address with your contact person within our group.
- When delivering goods on pallets, please use EUR-pallets, unless agreed otherwise. Sheet paper format goods may be delivered on one way-pallets matching the specific format. EUR- pallets will be exchanged step-by-step or offset with your specific mediums of change- account.
- With insertions being processed using several orders, loading everything onto EUR-pallets is mandatory, marked with the related order number.
- The pallet packaging must ensure a fixed and slip-free transport.
- Goods may not stick out sideways at the front or at the back over the pallet format (80 x 120 cm).
- The maximum weight of 800 kg per pallet and the maximum height of 160 cm incl. pallet may not be exceeded. For storable pallets at location Meldorf a maximum height of 110 cm incl. pallet may not be exceeded.
- For insertions please ensure:
 - Zero backlash and flat storage on pallet
 - Stack height of 8-10 cm grip height
 - No crossing within stacks – uncrossed packing
 - Division of plies via intermediate layer sheets

- Pallet- and accompanying document labelling:
 - Order number of Eversfrank group
 - Item description/ advertising media and issue number
 - Amount on pallet, amount total and amount of pallets
 - Contact partner within Eversfrank group
 - One pallet label each, front-mounted

- Package- and accompanying document-labelling:
 - Order number of Eversfrank group
 - Name of buyer, contact person within our group
 - Article description
 - Item description / advertising media and issue number
 - Amount within package, amount total and quantity of packages

Please observe our guidelines for ensuring a seamless manufacturing run within our locations. In the event of non-compliance with our terms of delivery, Eversfrank group may reserve the right to invoice the client for the additional costs incurred.

In case of failure of clear identification of the goods delivered despite in-depth examination of the goods themselves and their accompanying documents, we may refuse the acceptance of the goods.

Faulty, defective goods or insufficient labelling may also result in refusal of acceptance. We kindly ask for your understanding.

We thank you in advance for your support and are available personally for further information or call backs.

Delivery addresses:

Location	Delivery address	Delivery address for trucks
Eversfrank Preetz	Frank Druck GmbH & Co. KG Industriestraße 20 D- 24211 Preetz	Frank Druck GmbH & Co. KG Druckerstraße 1 (straight off L211) D- 24211 Preetz
Eversfrank Meldorf	Evers-Druck GmbH Ernst-Günter-Albers-Straße D-25704 Meldorf	Evers-Druck GmbH An der Miele 17 D-25704 Meldorf