



WINDLESGROUP



# BOOKINGS, DELIVERIES & PALLETS

Windles Group advice and procedures

Peoples House  
Cotmore Wells Road  
Thame  
Oxfordshire  
OX9 3EU

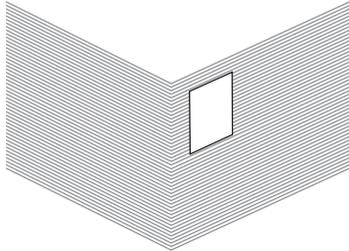
T 01844 201 683  
F 01844 201 695  
E [hello@windles.co.uk](mailto:hello@windles.co.uk)  
[www.windlesgroup.co.uk](http://www.windlesgroup.co.uk)

# Palletisation Requirements

In order to allow a smooth flow within the warehouse, Windles like to maintain certain guidelines with regards palletisation and stock flow. This allows everyone involved to know exactly what they need to look for or what they need to do to avoid mistakes and minimise errors during transportation. I have outlined these below:

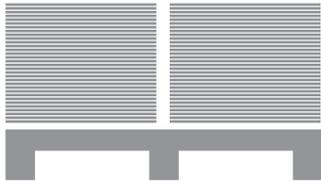


WINDLESGROUP



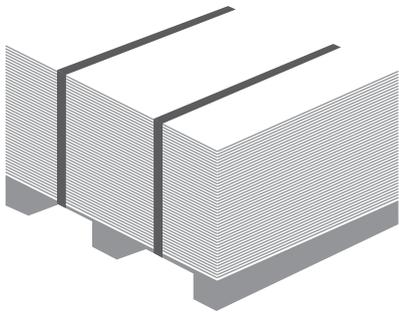
## // STACK TICKET

Every pallet that goes out will have a stack ticket on it, namely a 'Work In Progress' ticket. This will have all of the details pertaining to the job and will be easily visible when moving stock around.



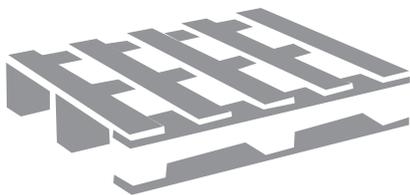
## // NEAT STACKS

Stock is stacked on the pallets neatly in a line to allow for ease of stripping or pick up by machines on the following process.



## // STRAPPING

All pallets should be strapped and shrink wrapped to allow for safe transport and minimal movement. Strapping should be twice in one direction width ways and shrink wrap must completely cover stock and pallets.



## // PALLET QUALITY

All pallets should be in good condition i.e. not broken, and in line with our booking in procedures (see page 2).

# Booking & Delivery Advice

In order to improve efficiencies we kindly ask our suppliers and customers to adhere to our procedures within this document.



WINDLESGROUP



## // PALLET SPECIFICATION

Maximum height of pallet + material: 1200mm

Maximum weight: 750 kgs.

Pallets should be of solid construction, four way entry and with strutted bases.

Pallets must be constructed to fit the size of the material it carries.

*NO DOUBLE STACKING* of material on one pallet. Two pallets can be "Siamese twinned" onto a larger pallet to help transportation, as long as a fork lift truck is able to offload safely.



## // DELIVERY SPECIFICATION

Delivery vehicles must be of a type that can be unloaded with a fork lift truck. Due to insurance restrictions, Windles Group Ltd *CAN NOT* unload solid side containers that require Windles Group Ltd staff to enter the back of the container.

## // BOOKING IN

Delivery times: 0600 hrs to 1400 hrs Monday to Thursday & Friday 0600 hrs to 1500.

Deliveries outside of these hours must be agreed with Windles Group Ltd. All consignments *MUST* be accompanied with delivery notes that have the following details:

1. \_\_\_\_\_ Windles booking reference (if applicable)

2. \_\_\_\_\_ Client name

3. \_\_\_\_\_ Description of goods, size, gsm/guage, quantity

4. \_\_\_\_\_ Windles Purchase Order number (if applicable)

All consignments need to be booked in prior to delivery. When booking in, the following details need to be given:

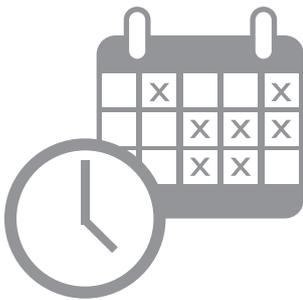
1. \_\_\_\_\_ Description of material including name, size, guage/grammage & quantity

2. \_\_\_\_\_ Number of pallets

3. \_\_\_\_\_ Name of Client & any relevant purchase order numbers

Failure to adhere to these terms may result in your delivery being delayed or refused.

For bookings, please contact us // [warehouse@windles.co.uk](mailto:warehouse@windles.co.uk)



Peoples House  
Cotmore Wells Road  
Thame  
Oxfordshire  
OX9 3EU

T 01844 201 683  
F 01844 201 695  
E [hello@windles.co.uk](mailto:hello@windles.co.uk)  
[www.windlesgroup.co.uk](http://www.windlesgroup.co.uk)