

Please refer to the following guidelines for all deliveries to Cheque-Mates (Vic) P/L.

- The guidelines are set out to protect the health and safety of both your people and ours, as well as ensure the integrity and condition of the stock.
- Packaging and labelling of stock to these guidelines will ensure prompt and accurate processing of deliveries through our systems and will avoid errors in stock identity and handling. All pallets and/or boxes must have identifying labels and accurate item counts.
- Failure to meet these guidelines may result in additional storage and handling charges being applied.
- Any queries regarding these instructions can be directed through to Rodney Frost via rfrost@chequemates.com.au.

## PALLET REQUIREMENTS

- Loose box/carton deliveries of up to 10 boxes/cartons are acceptable. Deliveries of loose boxes/cartons will be transferred onto a Cheque-Mates P/L supplied pallet by the driver at time of delivery.
- All stock must be packed on Australian Standard size, hardwood pallets and must be free of any decay and deformity or sharp protrusions (i.e. nails, splinters etc.).
- Refer Australian Standards AS4068 – 1993 “Flat pallets for materials handling”.
- ***Softwood pallets or skids are unacceptable and the delivery will be rejected.***
- Pallet Size: 1200mm x 1200mm.
- Maximum Height: 1200mm (including pallet).
- Maximum Weight: 1100 kg’s (including pallet).

## PACKAGING FOR PRINTED STATIONERY

- All materials for delivery to Cheque-Mates P/L must be packed into **PLAIN** boxes/cartons of appropriate size and condition.
- The maximum box/carton weight may not exceed 18KG.
- Boxes/cartons should be cross-stacked on pallets with neat vertical corners.
- Boxes/cartons are to be stacked so that all labels are facing outwards.
- Each pallet and box/carton must be clearly labelled as detailed below, and pallets shrink wrapped with clear plastic.
- Boxes/cartons or pallets of mixed stock will not be accepted. Neither will stock supplied loose in cages.

## STOCK IDENTIFICATION AND MARKINGS

Each delivery of stock should be accompanied by:

- Delivery Docket showing all details below for that delivery.

Each individual carton should be labelled with:

- Clients name / publication name and issue,
- Product description,
- Quantity box/carton and for the total pallet,
- Date of manufacture,
- Suppliers job or reference number,
- Label cartons with Cheque-Mates purchase order number (if applicable),
- Supplier’s name,
- Carton count, e.g. 1 of 5, etc (this applies to loose box/carton deliveries only),
- Pallet weight to be clearly shown on the outside of pallet,
- ***The LABELS must be plain not contain any identifiable or pre-printed information in regard to the supplier.***

DELIVERY ADDRESS	
Site Address	Delivery Times
Cheque-Mates (Vic) P/L 7 Yiannis Court Springvale Vic 3171  Ph: (03) 8685 9800 or FAX: (03) 8685 9801	7.30am - 4.30pm Monday to Friday