

## Arrangements for Customer Collections

Jan 2014

As part of Stanton Bonna's commitment to the Health and Safety of personnel we have designed the guidelines below to provide an efficient collection schedule:

- Orders should be placed and acknowledged by 3pm, at the latest, on the day prior to collection.
- Collection times are:-
  - Monday to Thursday 7.30am - 12.30pm and 1.00pm – 3.30pm
  - Friday 7.30am – 12.30pm and 1.00pm – 2.30pmCollections outside of these times are available by special arrangement only.
- Vehicles shall enter the works via Gate C and the driver must first report to the despatch office.
- The driver should present a copy of the purchase order or order number to the despatch office. The absence of this information can lead to delays in processing collections.
- The despatch office will issue the driver with a loading ticket and instruction on where to wait. Whilst waiting the driver should prepare the vehicle for loading.
- The driver shall inform the loader of any requirements for load distribution and then wait in the vehicle cab or other safe area as directed by the loader.
- On completion of loading the driver should return to the despatch office for a load inspection for product quality and issue of the despatch note.
- On completion of load securing the vehicle shall exit the works via Gate C.

All drivers are required to comply with the Stanton Bonna hauliers rules which are available from the Stanton Bonna Despatch Office or your usual Stanton Bonna contact.

We thank you for your co-operation.