

BUTZON  BERCKER



Delivery Guidelines

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2.1 Prepayment of freight

As a matter of principle the delivery must be "free domicile".

2.2 Payment of duty

Goods from abroad must be delivered duty paid.

2.3 Delivery

- 2.3.1 Each item must be marked by its title number on the outside resp. the outer packaging.
- 2.3.2 Packing units (packs, banderoles) must always contain the same quantity of a title. Quantity and title number must be marked on the outside.
- 2.3.3 VE articles must be delivered banded in their respective packaging units.
- 2.3.4 Pallets must be packed in such a way that they can be safely unloaded from the rear of the vehicle using electric lift trucks.
- 2.3.5 If an orderly unloading is impossible, Butzon & Bercker GmbH will not assume liability for damages occurring during unloading.
- 2.3.6 For every shipment, the corresponding transport documents (shipping order) with all data relevant to the shipment must be handed over to Butzon & Bercker GmbH.
- 2.3.7 Obvious discrepancies or damages will be noted on the transport documents and must be countersigned by the driver.

2.4 Delivery note

Each delivery must be accompanied by a delivery note with the following details:

Delivery address
Goods consigned to which publisher?
Consignor
Item number or ISBN
Edition / Print
Title
Total quantity per delivered title
Number of pallets per title

Immediately upon delivery, the carrier must hand the delivery note over to an AZN employee.

2.5 Shipping documents

The ordering publisher and the consignor must be indicated on the shipping documents.

3 Packaging

3.1 Delivery in cardboard boxes

- 3.1.1 One cardboard box must not contain mixed items.
- 3.1.2 On the front side of each cardboard box must be indicated the title number or ISBN as well as the quantity.

3.2 Delivery on EUR-pallets

- 3.2.1 Palletised goods must be delivered exclusively on undamaged EUR-pallets according to DIN 14156-3 (800x1200mm).
- 3.2.2 The goods must not protrude beyond the EUR-pallet.
- 3.2.3 Damaged or not original EUR-pallets are considered as one-way pallets and are not exchanged.
- 3.2.4 The pallet height (including pallet) must not exceed **1.30m**. This does not apply to exclusive cardboard deliveries. In these cases the pallet height (including pallet) must not exceed 1.40m.
- 3.2.5 The permissible maximum weight per pallet is 700kg.

- 3.2.6 It is not permitted to overcharge the pallet.
- 3.2.7 One pallet must not contain mixed items.
If small quantities (cardboard boxes on pallets) are delivered, they must be marked separately. The cardboard boxes must not contain mixed items.
- 3.2.8 The stacking must be bonded as customary in trade, with identical quantities per layer (i.e. 5 / 10 / 20 etc.).
- 3.2.9 Shrink-wrapped items must be delivered with an antiskid film.
- 3.3.0 The charged pallets must be shrink-wrapped or laced with a cover board.
- 3.3.1 On the outer packaging of each pallet must be indicated on both faces quantity, publisher, ISBN and title.

4 Examination of shipment

- 4.1 Butzon & Bercker GmbH confirms receipt of the delivered goods to the carrier.
- 4.2 Quantity and quality of the individual items are not checked at the time of receipt.
- 4.3 We reserve the right to assert claims for concealed damages or shortages of delivery at a later time.

5 Fact finding and ascertainment of damage

- 5.1 In case of obvious transport damages we immediately cause and document the fact finding.
- 5.2 It is incumbent on the owner of the goods to assert claims against third parties arising from transport damages or quantity variances on his own.

6 Non-compliance with the Delivery Guidelines

Extra charges which arise as a result of the non-compliance with these Delivery Guidelines will be calculated according to expense and charged to the publisher at the relevant hourly wage rate.

Excepted from this are special arrangements.