

TERMS AND CONDITIONS OF DELIVERY AND SHIPMENT

Last revised June 2008

I. General

1. Compliance with our "routing orders" is mandatory without exception.
2. Deliveries shall be made in exact compliance with the defined delivery dates. Our express consent is required for any deliveries made more than 5 business days in advance. We must be notified of any delays in delivery as soon as they become known.
3. If there is a shortfall in the order quantity, please notify us immediately whether the remaining quantities will be delivered at a later time or if your order is concluded with the short delivery.

II. Packaging

Unless otherwise agreed, compliance with the following guidelines is required.

1. Use clean, undamaged and stable packaging materials only.
2. Use neutral materials for the outer packaging and, whenever possible, neutral labelling for the supplied merchandise (except brand items).
3. Observe any other packaging instructions which we have specified separately in our order.
4. Make sure that both the outer and inner packaging is appropriate. If the merchandise is sensitive to cutting, cut protection must be placed under the opening of the carton to prevent damage.
5. The maximum weight per transport goods carrier (pallet/drop-side mesh pallet) may not exceed 1,000 kg (gross); the maximum weight of individual packages may not exceed 31.5 kg. Please see our order documents for any other restrictions regarding maximum dimensions, stacking height, etc.
6. Help to protect our environment by using recyclable packaging and packing materials.

III. Shipping Documents

1. The designation of the items on the delivery note must be identical with the labelling on the goods.
2. The Sahlberg order number must be shown on the delivery note. The Sahlberg identification number should also be shown for each item to enable fast processing of the incoming goods bookings and the invoice.
3. Delivery notes must always be attached to the outside of the packaging or of the individual package.
4. If the consignment consists of several packages, a packing list showing the content of every individual carton must be included.

5. The bill of lading must be designed so that clear correlation of the packages to the consignments / orders is possible.
6. If works and inspection certificates are required, they must be included with the delivery note.
7. If and when shipping services are employed for shipment, a delivery note must be attached to the outside of every package.

IV. Delivery Form

1. If the merchandise for various order notes is sent in combined consignments, the items must be packaged separately so that they can be identified or must be delivered in separate packages.
2. Packages may be stacked only if and when any damage or deformation of the lower packages is excluded.
3. Cartons must be stacked on the pallets in such a way that the labelling on the packages can be read easily from the outside. Please notify your forwarding agent as well that the labelling may not be covered by any stickers applied by the agent. This makes it easier for us to identify the merchandise.
4. The items or consignment packages must be labelled with the identification number, name of the item and the quantity.
5. Packages / pallets / drop-side mesh pallets which belong together must be delivered as a complete consignment.

V. Delivery Hours

Monday to Thursday, 08.00 am – 12.00 noon
and 1.00 – 3.30 pm
Friday 08.00 am – 1.00 pm

Any additional costs resulting from the failure to observe our Terms and Conditions of Delivery and Shipment will be deducted!