

Minimum Specification for packaging and documentation

Packaging

All goods are to be shrink wrapped tightly to the pallet.

No goods should be exposed. I.E. tops of pallets to be shrink-wrapped or fitted with a lid. When high value goods are involved we recommend, Black shrink-wrap and security tape.

Bag Freight: - Bags must not overhang the side of the pallets. Due to the unforgiving nature of bagged freight to any buffeting against other pallets whilst in transit. Unless the bags are protected by way of sleeve/band of cardboard, and a cardboard spacer between the pallet and the bottom layer of the bags, these goods will not be insured against damage.

Rates are based on maximum dimension per pallet: - 1800mm (H) x 1200mm x 1000mm (max 1000Kg).

A minimum of 1 address label is required on each pallet.

Documentation

A. D. D. Express LTD will provide you with consignment notes, which will be used by us for information only. The details from which will be transferred to a computer-generated note.

However if you choose not to duplicate work by providing us with your own documentation this is fine but we are unable to have this documentation signed as a POD.

This documentation must include

- 1) Service requirements.
- 2) Number of pallets.
- 3) Gross weight (if known).
- 4) Full address (including full postcode).

In any event if service required is not indicated then the goods will be sent and charged as a next day.

Terms of Trading

- 1) Payment terms are strictly 30 days net month end.
- 2) All goods are carried in line with RHA conditions of carriage (2009). A Copy is available on request.
- 3) All invoice queries must be notified in writing, within 14 days from the date of invoice.
- 4) No invoices shall be held, due to disputes or outstanding claims.
- 5) Goods in transit liability is limited to £1300 per tonne or part thereof. GIT only covers your goods at cost value.
- 6) A. D. D. Express is fully insured for our liability, however we do not insure your goods on all risk basis.
- 7) Claims procedure: - Intent to claim must be notified in writing within 14 days from collection date. After which RHA (2009) conditions apply.
- 8) Information required for a claim: - A) Copy of the sales invoice B) copy of the cost invoice. C) If a cost invoice is not available then a letter is required stating the difference between cost and sales value.
- 9) VAT does not form part of a claim, therefore all claims will be settled less VAT.
- 10) Claims Excess £25.00
- 11) All claims where we hold a clear POD will be repudiated.
- 12) Goods must meet our minimum packaging and documentation specification (as attached).
- 13) We are consigned to deliver a number of pallet(s) not items therefore we cannot accept responsibility for shortage unless it is clearly marked on the POD, that the pallet has been tampered with before the delivery was received.
- 14) A. D. D. Express LTD reserves the rights to change these terms of trading with one month's written notice.

I have read and agree the above terms on behalf of:

Company:

Signed _____ Print _____

Position _____ Dated _____