



Delivery Guidelines for Publishers/ Printers

Delivery Address

Stuttgarter Verlagskontor SVK GmbH, Wareneingang, Fritz-Klett-Straße 65, 71404 Korb

Contact

Telefon: +49 (0)7151/3006-404/ -405/ -500

Telefax: +49 (0)7151/3006-164

Internet: www.svk.de

E-Mail: wareneingang@svk.de

Opening Hours

Monday - Friday

07:30 - 12:15 a.m.

12:45 - 14:45 p.m.

Delivery Advice

Deliveries **must be advised** in advance in order to verify if the delivery address is correct and to avoid delays. Deliveries must be advised using the delivery note until 01:00 p.m. the day (working day) before delivery is made, either by e-mail (wareneingang@svk.de) or by fax (+49 (0)7151/ 3006-164).

Deliveries that have not been advised in advance will incur delays as they can only be processed separately. They risk also being turned away and directed to our external warehouses at:

- Stuttgarter Verlagskontor SVK GmbH, Außenlager, Oeffinger Straße 11-13, 71686 Remseck-Aldingen
- Spedition ERA, Friedenstraße 6-10, 70806 Kornwestheim

Delivery Note

A delivery note is mandatory. Please see the sample form (appendix 1) for the minimum data to be filled in.

If the consignment consists of several units (pallets, parcels, boxes), there must be a packing list with every unit.

Freight Costs

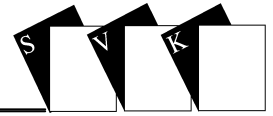
Deliveries of consignments must be made free to our warehouse.

Customs and Duty

Import deliveries to our warehouse must be cleared of customs and duty.

Unloading

Pallets must be stacked on the vehicle in such a way that they can be unloaded by a forklift truck through the rear.



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Packaging

The consignment must be packed on standard pallets (Euro norm) or in cardboard boxes.

Euro norm pallets (length 1,20 m, width 0,80 m) must meet the requirements of norm DIN 15146 or UIC 435-2. Maximum packing height of a pallet is 1,20 m (including pallet). Goods on non-standard pallets will be repacked and the costs will be charged.

Deliveries of goods that exceed the measurements of a standard pallet (l 1,20 m; w 0,80 m; h 1,20 m) need to be agreed on with SVK.

Consignments consist of only one article per pallet. The articles must be packed on the pallets in identical layers. The layers should leave not less than 2-3 cm free from the edge of the pallet floor on all sides. Pallets that contain various articles or contain articles that are not stacked in identical layers will be repacked and the costs will be charged.

The content of a pallet must be stabilized through transparent shrink wrapping or through plastic bands (no metal bands). If we consider wrapping or banding as insufficient we will provide additional stabilizing. The costs will be charged.

Every pallet must carry a label on the top left corner as seen from the shorter side. The pallet labels should wrap around the corner onto the longer side so that they are visible from both sides. They should contain the following information:

- Article no.
- Total quantity on pallet
- Quantity of items in rest layer (if applicable)

Re-usable standard Euro pallets received will be swapped for standard Euro pallets. Damaged or non-standard pallets will be discharged at the publisher's cost.

Cartons must not contain copies of more than one article. They are labelled with article number and quantity of items. Their total weight should not exceed 30 kg.

Packaging/ Wrapping

Articles may either be shrink wrapped or packed in paper and postmarked (if applicable).

Leaflets and other advertising material must be sleeved wrapped and the article number and quantity of items must be given on the sleeved wrapping.

Bundlings consisting of more than one copy of an article must be identical in number of copies.

Bundlings consisting of various articles should be labelled as "1 Set" each and show the article number of the set.

Article number/ ISBN given on the bundlings' labels must not be in smaller print than 10 mm.



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Goods-in check

The goods received will be checked against the documents and stored under condition. The shipper will be given a receipt confirming quantity of packing units delivered.

Non-compliance with delivery guidelines

Any additional costs incurred through non-compliance with these delivery guidelines will be charged to the publisher. We may also refuse acceptance of delivery.

