

EAE Delivery Instructions

Edinburgh Newbridge



<p>EAE Menzies Distribution 1 Claylands Road Newbridge Edinburgh EH28 8LF</p> <p>0131 440 9444</p>	
Booking a delivery:	<ul style="list-style-type: none"> · All deliveries must be booked by telephone, stating the title or name and quantities being delivered. A time and date will be agreed. · As we cannot expect lorry drivers to wait while your consignment is checked and quantified, all consignment notes will be signed by a member of EAE staff and marked as unchecked. In the instance where there is a shortfall in stock volumes, or concerns over stock condition, your Business Development Manager will inform you as soon as possible.
Delivery times:	<ul style="list-style-type: none"> · Monday-Friday 09.00 – 16.00
Packaging:	<ul style="list-style-type: none"> · All stock must be boxed, heatshrink-wrapped or cross-banded. · Boxes/bundles should weigh no more than 12kg. · Bundles within boxes must be banded in logical multiples and turned to avoid uneven packing. · Boxes should be labelled with Leaflet title, quantity in box and quantity in bands. · A copy of the leaflet attached to each box would be helpful.
Pallet sizes:	<ul style="list-style-type: none"> · We accept large 100cm x 120cm (3'3" x 4') strong 4 way pallets and Euro pallets 80cm x 120cm. · Pallets should not exceed 120cm in height. · All boxes, packs, bundles must be stacked on a pallet with equal amounts on each level. · Brochures must be boxed, strapped, or wrapped into equal quantities. · If boxed, each box must be full, to reduce the chance of damage to goods. · Pallet cards must be attached to every pallet containing the following information on all four sides <ul style="list-style-type: none"> - Clearly labelled for the attention of 'EAE' - EAE Quote number (if applicable) - Your company name - Title of publication or name of stock item - No of boxes / packs - Quantity per box / pack - Total on pallet · Each pallet must be shrink-wrapped securely for transport, to ensure the brochures are received in good condition. · All pallets must be of equal quantity except for the last (end of print run). · All deliveries must have the correct 'consignment note' and for split consignments, quantities must be stated for each delivery. · Pallets that are received either damaged or not to the specified requirements will be refused or a charge will be incurred to reassemble the pallet.

<p>Making the delivery:</p>	<ul style="list-style-type: none"> • We operate a one way system so all delivery vehicles should enter through the main entrance. • Make your way to the back of the building into the yard and then continue to road round to exit. • There is a bell for EAE deliveries so drivers should ring this bell, which will be located at the back of the warehouse, to get unloaded. • Drivers should only be in the yard and warehouse if they are wearing a hi-vis vest. • We ask that all drivers hand over their keys to the forklift driver until they are unloaded and they should either wait in their cab or in the staff canteen until they have been unloaded.
<p>Finding us and height restrictions:</p>	<ul style="list-style-type: none"> • On the main road (Cliftonhall Road) from the Newbridge Roundabout side of the industrial estate, there is a low bridge that will not accommodate double decker trailers. • The height restriction on this bridge is 15'9". • For any vehicle above this height, they will need to divert via Wilkieston on the A71.
	<p>Screenshot from Google maps to show the route you should take</p> 

