

05 January 2024

Unrestricted

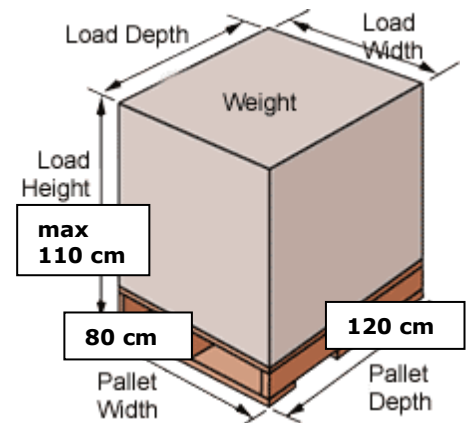
Instruction for consigners

1 Advance Notice

- Date of arrival
- Number of pallets and/or packages
- Arriving quantity
- Product information
- Advance notice can be e-mailed to: vastaanotto@kirjavalitys.fi
- Notice! Unloading of the truck happens always from the back of the trailer. Kirjavälitys doesn't have the possibilities to unload from side of the trailer.

2 Pallets

- EUR-pallets (width 80 cm, length 120 cm), max total height 110 cm
- **Markings: consignee, consigner, number of pallets, product name, product code (for example ISBN) and quantity**
- Always same quantity on full pallets



3 Packages

- **Markings: consignee, consigner, number of packages, product name, product code (for example ISBN) and quantity**
- Always same quantity on full packages

4 Shipment documents

- Consigners name and address
- Date of dispatch
- Consignees name and address
- Freight carrier
- Freight payer
- Number of pallets and/or packages
- Freight weight

5 Dispatch information

- Arrival products, product numbers and quantities
- Owner or order of shipment

6 Kirjavälitys reception opening hours

Monday-Friday (working days) 7.00am-3.00pm