

## Booking Palletised Deliveries

To book deliveries please complete sections A & B of the form on page 2 and email this to [booking@fox-ms.co.uk](mailto:booking@fox-ms.co.uk). We will complete section C and return the form to you with your booking instructions.

**All bookings must be made 48 hours in advance**

## Packing of goods

Please note all pallets must be presented according to the following guidelines:

- Pallets must be 1200mm x 1000mm, four way entry heavy duty pallets
- Maximum weight 1 tonne, maximum height 1.2 metres (including pallet)
- Pallets must be securely wrapped, with a completed pallet label clearly visible on two adjacent sides, the pallet label will be supplied with your confirmation form.
- Products should not overhang pallet
- Each box must be labelled individually with the product name and number of copies in each box. **Each box must not exceed 10kg in weight.** (Please use 6 inch single walled boxes where possible)

If you are going to be late for your booking, you must ring **01892 617999** and ask for **Goods In**

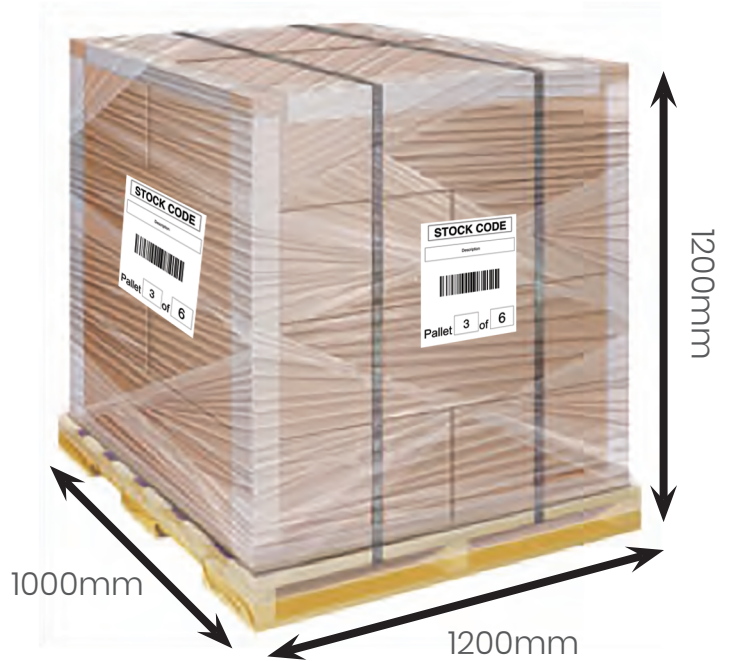
## Non-Palletised Goods (up to 10 boxes)

These deliveries do NOT require formal booking in through completion of sections A & B of this form, however you MUST contact your FOX account manager to make us aware of your intention to deliver.

These deliveries can be delivered between the hours of 9.15am and 4:30pm Monday to Friday. These deliveries MUST be accompanied by a delivery note (see details under the 'Delivery Note' heading on this page).

**Boxes MUST not exceed 10kg in weight.**

3 Chapman Way, Tunbridge Wells, Kent TN2 3EF  
01892 617999 • [sales@fox-ms.co.uk](mailto:sales@fox-ms.co.uk) • [fox-ms.co.uk](http://fox-ms.co.uk)



## Deliveries

### FOX Managed Solutions

3 Chapman Way, High Brooms,  
Tunbridge Wells, Kent TN2 3EF

### Milton Storage Centre,

FOX Warehouse, Goudhurst Road,  
Horsmonden, Kent, TN12 8AY

### S&SDistribution.

FOX Warehouse, 400 Vale Road,  
Tonbridge, Kent, TN9 1SW

## Delivery Note

It is imperative that all deliveries have a Delivery Note. The Delivery Note **MUST** include the Booking Reference, Customer Campaign Title, FOX Contact and the quantities of each product.

**Deliveries that do not comply** with these instructions will be turned away. All deliveries will be checked against the delivery note and an assessment made of the quantity.

We will not conduct an accurate count and will therefore not be responsible for under deliveries.

**Thank you for complying with our instructions.**



# Booking Confirmation Form

## Section A

Campaign Title

FOX Contact

Product Name

Customer

Delivery Company

Comments

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## Section B

Quantity in box  
must not exceed 10kg in weight

No. of boxes

Total Quantity

No. of pallets

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## Section C (to be filled in by FOX)

Booking Reference

Time

Date (DD/MM/YY)

Delivery Address

Purchase order No  
if applicable