

# HOW TO PRESENT YOUR FREIGHT



## → THE GOLDEN RULE

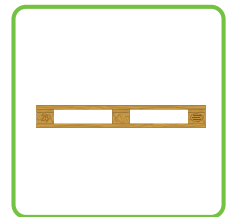
Whether you send palletised goods regularly or infrequently, there are a few golden rules to follow to ensure you get the best experience possible from our pallet network.

In the first instance, all pallets must be presented to our driver in a condition suitable for transhipment and road transportation.



### Pallet Quality – ‘Fit for Purpose’

- » A suitable quality of pallet should be used – remember your pallet will be handled between 6-8 times whilst travelling through the network
- » Any pallets requiring a tail-lift delivery should be on a good quality 4-way entry pallet
- » Goods should not overhang the wooden pallet base



A good quality pallet



### Load goods onto pallet securely

- » Goods must be secured adequately to the pallet through the use of good quality banding/wrapping
- » Fully wrap the goods onto the pallet– remember the goods might be delivered to a service yard which does not have any cover so goods should be fully wrapped
- » To check the stability of your pallet perform a ‘push test’ if you push the goods and they move or topple, they are probably not secure enough to travel
- » Any half or quarter pallets that cannot be stacked upon must be clearly labelled with ‘do not stack’



A correctly loaded pallet



### Ensure that an accurate consignment weight is declared



### Label The Pallet Clearly

- » Ideally label on two sides
- » Include full details of the sender and delivery destination – including name, address and postcode along with any reference details

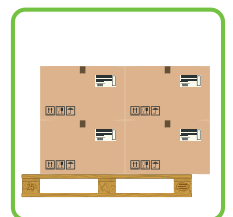


An incorrectly loaded pallet



### Remember the maximum weight per pallet, in the Palletways network is:

- » 1200 Kgs per Pallet (for goods handled by Fork-lift Truck)
- » 1000 Kgs per Pallet (for goods collected or delivered by Tail-lift)



Goods overhanging pallet **WILL** become damaged