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## Delivery Specifications

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### 1.) In General

- Delivery address:** according to order
- Incoming goods:** Monday - Thursday from 07.00 - 15.30 o'clock  
Friday from 07.00 - 12.00 o'clock  
Only deliveries that have been ordered fix or have been requested for the day of delivery will be unloaded.  
Rear unloading only, no jumbos.
- Avis:** All deliveries must announced by the supplier or carrier to our incoming goods department with a pallet quantity, at the latest one day before loading.  
E-mail: [wareneingang@hoehn-gruppe.com](mailto:wareneingang@hoehn-gruppe.com)
- Delivery note:** Delivery note in two copies with indication of: Order number, job number and material number.  
A partial delivery must be clearly marked.
- Quality assurance Agreement:** For each purchase order (delivery), the vendor sends a test report to the Purchasing department, which must arrive at the day o delivery at the latest.
- Transport protection:** The packaging must provide adequate protection against external influences.
- Non-compliance:** In case of non-compliance deliveries, we reserve the right to invoice the additional costs incurred by us.
- Contact persons:** **Material disposition**  
Jessica Vogler-Rabus, Phone: +49 0731-494-225  
E-Mail: [JVogler-Rabus@hoehn-gruppe.com](mailto:JVogler-Rabus@hoehn-gruppe.com)
- Incoming goods**  
Ali Taşdelen, Phone: + 49 731 494 263  
E-Mail: [atasdelen@hoehn-gruppe.com](mailto:atasdelen@hoehn-gruppe.com)

Confirmation of receiving and compliance of delivery specifications:

date: \_\_\_\_\_ signature and company stamp \_\_\_\_\_

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## Delivery Specifications

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### 2.) Delivery specification for board and paper

- Pallet height: up to a format of 740 x 1040 mm = maximum 1.45 m incl. pallet starting at format of 741 x 1041 mm = maximum 1.37 m incl. pallet  
Please note deviating details of the individual order.
- Pallet weight: maximum 1,500 kg
- Pallet version: New dry one-way pallets, non-stop compatible, entry breadth with a min. of 530 mm on the open side.  
Pallet must have exact size of carton format.  
No double pallets, no crosspieces on the open side. No two stacks on one pallet.
- 1.) No cross supports
  - 2.) Minimum height of pallet grating in machine direction 18 mm
  - 3.) Spaces between the pallet grids at least 30 mm
  - 4.) Maximum width of the individual slats 100 mm
  - 5.) Pallet runners in machine running direction up to 690 mm without intermediate foot and from 691 mm with intermediate foot
  - 6.) Minimum height of pallet blocks 105 mm
  - 7.) Between the pallet grate and the substrate, there must be a separating foil
- Pallet flag: Each pallet flag must contain the following information: Description, "type, quality", format, running direction and grammage of the material, net weight in kg per pallet, gross weight in kg per pallet, pallet no., job no. or Vendor no. of the supplier, reel no. (charge), order no., material no.
- Positioning: Long side and front side below the stretch film.
- Rest pallets: Only one rest pallet per specification
- Delivery condition: Absolute flatness, exact stacking, no contamination.
- General: Grained goods are not permitted.

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## Delivery Specifications

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### 3.) Delivery specification for corrugated board and corrugated packaging

- Pallet height:** 1.80 m incl. pallet  
Please note deviating details of the individual order.
- Stacking:** Applies to corrugated sheets only:  
From a quantity of 1,000 sheets and dimensions greater than 600 x 800 mm, only one stack may be placed in the middle of the pallet with as precise an edge as possible.  
Under a quantity of 1,000 sheets, two piles can be placed in the middle of the pallet.
- Pallet overhangs:** Only valid for corrugated cardboard packaging:  
If there are several stacks per pallet, the maximum overhang is a basic stacking dimension of 900 x 1,300 mm permitted.
- Pallet version:** dry, clean Euro Pallet (800 x 1,200 mm) or industrial pallet (1,000 x 1,200 mm)
- Pallet flag:** Each pallet flag must contain the following information: Description: Grade and quality composition, format, net weight in kg per pallet, gross weight in kg per pallet, pallet number, job number or Vendor no. of the supplier, order number, material number.
- Positioning: Long side and front side below the stretch film.
- Rest pallets:** Only one rest pallet per specification
- Delivery condition:** Absolute flatness, exact stacking, no contamination.  
Open flute sheets must be stacked with the flute pointing upwards.  
Sheets must not be set down crosswise.  
There must be a cover (flute) between the pallet and the delivered sheets or outer cases to protect against dirt.  
The covering has to be done with two boards, which are bound with plastic straps. The minimum size of the boards should be 800 or 1,000 mm, depending on the basic size of the pallet used (Euro or industrial pallet).  
If the size of the goods is larger than the basic size of the pallet, the boards has to be 20 mm longer than the goods.  
Open flute has to be stretched in plastic foil in the month of october to march.