

Delivery Conditions Orell Füssli Ltd

at the Dietzingerstrasse 3/15
8003 Zurich

- Orell Füssli Ltd security printing
- Orell Füssli Ltd Group
- Orell Füssli Thalia Ltd
- Delivros Orell Füssli Ltd
- Orell Füssli Ltd Verlag
- Orell Füssli Kartographie Ltd

- Additional addresses that run under Orell Füssli Ltd Verlag:
- io Verlag (Industrial organisation)
- Juristische Werke
- Navigator
- Scola
- Globi Verlag
- Verlag Huber Frauenfeld
- Atlantis Verlag

Delivery address for all companies of Orell Füssli
Zurlindenstrasse 40
8036 Zürich
Telephone number +41 44 466 72 18

1. NOTIFICATION

Each delivery is to be notified in writing to the following E-Mail address 5 working days before delivery. Deliveries that have not been notified in advance will either be accepted and unloaded according to the available Goods Inward capacity or will be rejected.

Email: avis@orellfuessli.com

Special attention must be paid to the following in the case of hazardous goods:

- If special precautions are required when unloading, this must be stated in advance in the notification.

2. DELIVERY ADDRESSES

Ramp	Safety gateway
Zurlindenstrasse 40	Dietzingerstrasse 15
8003 Zürich	8003 Zürich
Telephone number +41 44 / 466 72 18	

3. DELIVERY TIMES

The Good Inward department for Orell Füssli Ltd security printing and for all other companies at Dietzingerstrasse 3/15 is open at the following times:

Monday to Thursday	7:00 a.m. – noon and 1:00 p.m. - 4:00 p.m.
Friday	7:00 a. m. - noon

4. REGISTRATION ON-SITE

The doorbell can be used at Zurlindenstrasse 40 or the telephone number +41 44 466 72 70 can be called. The driver will be assigned to a ramp or the safety gateway after registration.

5. REQUIREMENTS ON THE TYPE OF VEHICLE

Delivery to the ramp: maximum vehicle length 12 m, maximum weight 26 t, adaptable ramp height 1.07 m

For ramp deliveries, the vehicle should be equipped with a lifting platform, as a smooth unloading process can only be guaranteed in this way.

6. CONDITION AT DELIVERY

The means of transport and the packaging will only be taken over in a flawless condition. In the case of demonstrable damage to the means of transport by the supplier or the shipper, we reserve the right to refuse acceptance or to correspondingly invoice any resultant costs that are incurred.

7. SHIPPING PAPERS

A delivery note is to be attached to every shipment at a clearly visible location, or is to be handed over to us before the goods are unloaded.

The delivery note must contain the following data:

- Name of the supplier
- Our order number and order item (where possible including barcode EAN128)
- Our article/material number and our material designation
- Batch per material
- Total number of pieces
- Number of packages
- Number of pieces per package
- Net and gross weight of the total shipment
- Name of person placing the order at OF / OFS
- In the case of hazardous goods, the freight papers must contain the corresponding indications (safety data sheet, hazard class, technical name, fabric name) and this information must also be indicated on the delivery note.

8. CONTAINERS / PACKAGING

If no other special delivery conditions have been agreed, we will basically insist on the use of pool exchange pallets (800 x 1200 mm).

The following must be observed in particular in the case of hazardous goods:

- Only type-approved packaging is to be used for the transport of hazardous goods.

For printing material:

- Pallet with the dimensions 750 x 850 mm, drive-in height min. 12 mm without cross-bracing on the base.

Special dimensions must be agreed with Purchasing, and will be recorded in writing.

9. PALLET EXCHANGE AND CONDITION

The quality of the Euro-pallets that are used must meet the EPAL standards. Pallets will only be exchanged one by one from the European pallet pool that correspond to the EPAL with regard to dimensions, load capacity and condition.

10. IDENTIFICATION OF THE PALLETS

The pallets should preferably be identified with a legible EAN Code 128 (see illustration).



The following must be observed in the case of hazardous goods:

- All packages with hazardous goods must be marked with the prescribed hazardous goods symbols in an easily visible location and the content must be clearly labelled in accordance with the legal requirements.

11. MIXED PALLETS

Pallets that contain different materials must be clearly separated by cardboard layers or pallets, and be correspondingly labelled.

12. DELIVERY WEIGHT

The prescribed load bearing capacity must always be complied with:

- Euro-standard exchange pallets = max. 1000 kg

Shipments that exceed a weight of 50 kg must be delivered on Euro-standard pallets that can be stacked.

The individual packing units must be transportable (sufficiently robust containers) and must not exceed a maximum weight of 25 kg.

13. CHECKING THE GOODS SHIPMENTS AT GOODS INWARDS

Orell Füssli Ltd security printing Ltd / Orell Füssli Ltd, Zurich will only acknowledge the number of packages delivered (pallets, parcels etc.).

The control of the exact quantities will take place later on the basis of the delivery notes. The Goods Inward employees can confirm any external damage to the carrier on the freight papers.

14. NON-COMPLIANCE WITH THE DELIVERY RULES

In the case of non-compliance with these delivery rules, we reserve the right to invoice any additional costs that arise for the client/publisher.