

Standard Terms of Delivery

Between and Bossard Deutschland GmbH

1. General transport and packaging instructions

- 1.1 All goods must be packed on Euro pallets (European standard palette) which should be stable, intact, and reusable.
- Maximum allowed height inclusive palette: 70 cm
Maximum weight: 900 kg
Size of the palette: 800 x 1200 mm, height 144 mm
- 1.2 Cardboard boxes should not slip during the transport and it is not allowed that they jut out from the edge of the palette. The pallets must be packed for sea transport.
- 1.3 A “one-type palette” rule always applies. This means that only 1 size of an article should be packed per palette if the quantity is at least 1/2 of a entire palette. It is not allowed to distribute small quantities of any given size on several pallets.
- 1.4 The content of articles and the quantity per article for each palette must be clearly marked on the outside of the palette.
- 1.5 The quantity per packaging unit must be delivered as ordered by Bossard Deutschland GmbH. We do not accept smaller or higher quantities than listed on our packaging units.
- 1.6 The cardboard boxes must protect the goods during the entire transport to Bossard Deutschland GmbH and later to the customer. They should be filled at least 90%, otherwise the boxes might collapse and its contents can be mixed up with other boxes. Generally, please do not pack parts into plastic bags before they are packed in the cardboard boxes, because they may rust before they arrive in Germany. However, please note oily parts must be packed in plastic bags. All cardboard boxes must be sealed with heat adhesive or transparent adhesive tape.
- 1.7 The labelling of the cardboard boxes must be easily legible. The enclosed label shows all required information.

2. Commission and Warehouse

- 2.1 In order for you to understand our internal procedures, we provide the following background information. We place orders two types of orders 1) for goods for our warehouse and 2) for goods for our customers which are later sent unopened to our customers. Internally, we label orders for our customers as „Kom,“ or commission goods. To optimise costs and time, we require that you separate warehouse goods from commission goods. In the case of air freight, the destination airport on the Air-Way Bill must be listed as “Stuttgart”.
- 2.2 Commission goods must be packed separately from warehouse goods. This means packed on an extra palette. Please mark all commission goods clearly with the letters „Kom“.
- 2.3 **Until further notice our goods receiving department is open from 7 – 11:45 h only!**

3. Packing List

- 3.1 If you put several sizes on one palette, you must make a separate packing list per palette or place a special marking on the general packing list.
- 3.2 Please make separate packing lists for all packed commission goods and warehouse goods.

The packing list has to contain the following data:

- Bossard Deutschland order number
- day of ordering
- number of supplier
- Bossard Deutschland article number
- amount and description of the article

- 3.3 The packing list for the complete shipment must be clearly visible and affixed to the outside of the palette, for example in a standard adhesive shipping label pouch. Or you can affix the complete packing list on the top side of a very specially-marked palette.

4. Sanctions

If you deliver against our instructions, additional costs will arise. We reserve the right to debit any and all charges to your company.

Date / Authorised signature,
Bossard Deutschland GmbH

Date / Your signature