



## For the attention of all suppliers

Where a supplier utilises the services of a courier to make a delivery/collection to/from Peter Day Precision, the supplier is responsible for forwarding a copy of this Delivery Plan to the courier, or requesting the courier to procure a copy of the Delivery Plan from Peter Day Precision via these methods:

**Tel: 01202 475919 | Email: [sales@peterday.co.uk](mailto:sales@peterday.co.uk) | Web: [www.peterday.co.uk](http://www.peterday.co.uk)**

### **These points must be followed when delivering/collecting goods:**

- Goods may only be delivered or collected from PDP premises between 08.00 to 16.30 hrs, unless agreement has been reached to collect/deliver outside of these hours
- Entry/parking for collection/delivery vehicles shall be as depicted in the following page
- Vehicles must not exceed the 5mph speed limit
- Drivers are expected to understand instructions in English

### **Drivers must initially report to Peter day Precision personnel as follows:**

- **Deliveries:** Enter the premises via the Goods-in door or Shutter Door and report to the Storeman
- **Collections:** Enter the premises via the Goods-in door or Shutter Door and report to the Despatcher
- The visiting driver is responsible for signalling permission to PDP personnel for his vehicle to be loaded/unloaded

### **Important notes:**

- Peter Day Precision does not have a lift truck
- The maximum width of the entry concourse is 5 metres
- At no point will PDP employees be allowed onto visiting drivers vehicles

In the event a delivery driver is not satisfied with arrangements for the delivery or collection, they should address their concerns to a director, or other management personnel on-site.



