

Terms of delivery for ista International GmbH in Gladbeck and Au in der Hallertau

1. Persons of contact

Logistic Center Gladbeck

Email: logistik@ista.com
Phone: +49 (0) 2043 / 98 38 - 51 or -42
Fax: +49 (0) 2043 / 98 38 - 40

Plant Au in der Hallertau:

Email: logistic_au@ista.com
Phone: +49 (0) 8752 / 8655 -104 or -106
Fax: +49 (0) 8752 / 8655 - 122

2. Arrival times

Provided that a fixed delivery day is not agreed our general arrival times are:

Logistic Center Gladbeck:

Monday - Friday from 07:00 - 11:00 a.m.
(expect on public holidays in North Rhine-Westphalia).

Plant Au in der Hallertau:

Monday - Thursday from
07:00 - 12:00 a.m. and
13:00 - 16:30 p.m.
Friday:
08:00 - 12:00 a.m.
13:00 - 15:00 p.m.
(expect on public holidays in Bavaria).

3. Loading device

EURO-Pallets:

- according to DIN 1.200 mm x 800 mm. We do not accept industrial, one-way-pallets or iron boxes.

Loading height

- max. Standard height incl. Euro pallet is 1.500 mm

Weight of pallet

- max. Weight incl. Euro pallet is 1.000 kg

Sandwich palettes

- if there are different articles on a single pallet, then these items have to be separated from each other with cardboard insert and the quantities of items on a pallet have to be stacked from bottom to top.

Quantities which are larger than a single pallet, meaning several pallets are needed, then these items are to be, as far as possible, "article-pure" packed pallets.

Weight and measurements of packages:

- max. weight of a package is 15 kg
- max. measurements of a package are 300 x 450 x 580 mm.

Labelling of packaging

Single Packaging

The single packaging has to be labelled according to the ista specifications.

Outer packaging

- Contents per package unit (quantity according to agreement with ista)
- ista article no.
- if necessary year of attestation and serial-no.

Pallets

- quantity of covering boxes
- quantity/piece per covering box
- ista article no.
- contents per package unit
- if necessary year of attestation and serial-no.

The packaging material must be recyclable and should carry the appropriate marking of the recycling association (e.g. RESY)

Load Securing

In order to avoid transport damages the pallets have to be wrapped into a polyethylene film or any other appropriate safeguard measurements to avoid slipping (no metal strips).

4. Dispatch Notification

Logistic Center Gladbeck:

All deliveries have to be announced **two** days in advance with a copy of the delivery note by fax number or Email.

Plant Au in der Hallertau:

All deliveries have to be announced **one** or **two** days in advance with a copy of the delivery note by fax number or Email.

Suppliers, who deliver to our specified carrier, announce their deliveries only to this carrier. The carrier will inform us about the delivery.

Our terms of delivery are valid until recalled.

Update: 01.05.2014