

This document provides information on the delivery (process) of the Staka product(s), **please read this information sheet carefully.**

***Important:** please send this information sheet to the contact person at the construction site.*

Staka delivery information supplement:

The delivery of Staka products is based on the DAP Incoterms 2010 delivery conditions. Please note the following information on the procedure below:

- Staka will organise export procedures. Export transport will be carried out by a third-party carrier selected by Staka.
- All import procedures and logistics must be arranged by the receiving party. Any and all import related costs, including (costs for) import documents, duties et cetera are at the expense of the receiving party. Goods will be delivered to the forwarder Davies Turner, they can be contacted to arrange import procedures and logistics.
 - **Please note:** it is advised the **receiving party initiates contact** with Davies Turner to start up import proceedings **immediately upon receiving the order confirmation.** This will ensure the most optimum delivery process and quicker turnaround times.
- After the shipment has been released, delivery will take place on working days between 8:00 am and 5:00 pm.
- An international trailer (approx. 16 m in length) will be used for deliveries. If the delivery address is not accessible for this trailer, please contact Staka to discuss options. This could be subject to additional costs.
- The delivery will not be unloaded, ensure there is a forklift available at the site for unloading the shipment.
- The shipment can be unloaded from the side or rear end of the trailer.
- **Please note:** upon receipt, check the shipment for any damage or defects and note them on the carrier's receipt. If this is not noted on the carrier's receipt, it is agreed that the delivery has been accepted complete and undamaged.

The delivery address:

- Please provide Staka with the delivery address in proper time.
- Ensure that the contact person specified, is present at your delivery address on the agreed date from 8:00am to 5:00pm.
- If there is no one present at the delivery address, a new delivery appointment must be made. This will be subject to additional costs.
- Ensure the presence of a forklift to unload the shipment.
- **Please note:** when the delivery is en route, it is no longer possible to change the delivery address.
- The delivery address can be changed up to two weeks before the delivery date.

Special requests:

For special requests please contact Staka on 01789 330558 to discuss the options.
For import procedures please contact Davies Turner on 01322 277558.