

## PACKAGING & LABELLING INSTRUCTIONS

**National Mailing & Marketing:** Receiving Dock  
11 Tralee Street  
HUME ACT 2620

**Receiving Times:** 7.30am to 4.30pm (Monday to Friday)

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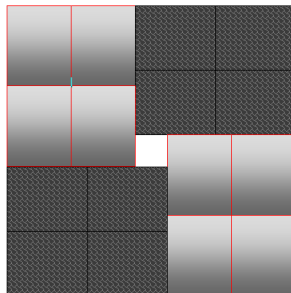
These instructions are a minimum standard required for all deliveries into the NMM warehouse and are intended to minimise delays when receipting/verifying the delivery.

Failure to comply with these packaging/labelling requirements may result in the delivery being rejected and returned to the originating supplier. Alternatively, additional charges could apply where NMM is required to correctly sort, re-pack or re-label any products.

**The specific requirements are as follows:**

- NMM is to be advised of the expected delivery date at least two working days prior to delivery;
- Pallets **MUST** be standard industry size (1170 W x 1170 L x 1200 H)- hardwood pallets only;
- Pine pallets/skids will only be accepted for mixed product deliveries (ie multiple products per pallet/skid, which are to be broken down), or where the shipment is less than 16 cartons;
- Maximum weight of the pallet should not exceed 850kgs;
- Cartons stacked on pallets are not to extend beyond the perimeter of the pallet, and should be arranged in standard brick formation –(16 standard A4 cartons per layer)

Standard: 16 x A4 carton – per layer  
Maximum 4 layers per pallet





- Individual carton weights are not to exceed 16 kilograms (OH&S requirements);
- All cartons should be filled to capacity (no carton gaps) and contain the same quantity and product – no mixed content cartons;
- Each carton is to be labelled on the face and one other side with product name/description, product code/number and carton quantity;
- If flat pack products are included, rigid protective caps of masonite/plywood must be strapped to the top of each pallet (dual strap side-to-side and front-to-back);
- The pallet and contents are to be shrink-wrapped for stability (to the pallet) and externally labelled on at least two sides;
- Pallet labels must include Product code/ description and quantity, as well as a gross weight;
- Delivery dockets must be provided with delivery of all goods and contain the following information:
  - Supplier Name and contact details
  - Client name (product owner)
  - Product Code & Description
  - Total quantity of each product per delivery
  - Quantity per carton x total number of cartons
  - Total number of pallets
  - Whether it's a Full or Part delivery

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***Enquiries – NMM Account Manager – (02) 6269 1000***

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