

Guidelines for Deliveries to Balmer Bücherdienst AG

- All deliveries have to be announced* ahead of 15.00 on the day before delivering
- Opening hours for deliveries: Monday - Friday 8.00-12.00 and 13.00-14.00
- Use only EUR-pallets (Costs of disposal for other pallets will be charged)
- Pallets may not exceed 120 cm in height and 650 kg in weight

***Announcing deliveries:**

Shipments have to be announced in writing ahead of 15.00 the day before delivering, including a copy of the delivery note or invoice to:

wareneingang@balmer-bd.ch or Fax 055 418 89 58

Please ensure that these details are enclosed:

- Sender
- Our order reference
- Shipper / shipping method
- Number and type of packed items (Pallet, Parcel)
- Weight

Deliveries that are not announced will be deferred during busy times

Thank you for following these guidelines.