

Packing instructions – Print shop to BK

General information

This manual is intended to describe the processes associated with packing, labeling and sending of shipping boxes for the use of distribution within Bladkompagniet's (BK) distribution network.

This applies to products to be handled by machine sorting by BK.

The shipping boxes are blue with a grey lid and both are marked with the BK logo and telephone number.

Process description

Description of handling and quality requirements for packing, labeling, safeguarding and shipment of letter products packed at PRINT SHOP for distribution by Bladkompagniet.

Step 1:

Need for shipping boxes at PRINT SHOP

The PRINT SHOP must ensure that there are always sufficient shipping boxes and lids for the productions.

The shipping boxes and lids must be ordered at least 5 days in advance via email to:

pla@bladkompagniet.dk

The PRINT SHOP must verify that the ordered number of boxes and lids corresponds to the number delivered by BK. In case of discrepancies, please send an email to:

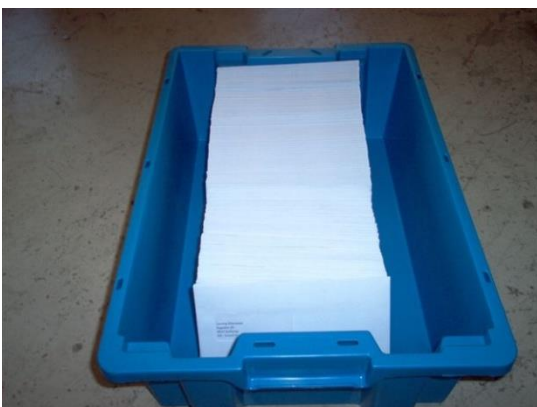
pla@bladkompagniet.dk

Step 2:

Packing of the shipping boxes

C5 envelopes:

C5 envelopes must be packed in such a way that they are standing up and they must be packed in one long row along the length of the shipping box; see the illustration.



When placing the letters in the box, it must always be fully filled to optimize the transport.

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C4 envelopes:

C4 envelopes must be packed according to the same principle as the C5 envelopes, however, the envelopes must lie down rather than standing up. There is two ways to pack them, either as one stack or 2 stacks separated by a piece of cardboard. Please see the illustration below.



NB: Please note the boxes may not weigh more than max. 12 kg.

Step 3:

Packing of transport boxes on pallets:

The boxes should be packed on EUR pallets, done as follows:

- 4 boxes per each layer
- The boxes should be stacked with a lid
- The boxes are stacked up to 7 in height
- The filled pallet should be foiled with transparent foil, alternatively use cable ties

Each pallet must have a filled "pallet note" either placed on the top box or on the front of the pallet underneath the foil with the following information:

- Pallet note
 - Delivery day/date
 - Amount of copies
 - Product No.
 - Product Name
 - Pallet No. of No.
 - Amount of boxes pr. pallet

Step 4:

When packing an order is finished, the Print Shop must deliver to Bladkompagniet at Islevdalsevej 205, 2610 Rodovre in Denmark, unless otherwise agreed.

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Step 5:

If any errors during production

If errors occur during production so that the order does not match previously provided information, Bladkompagniet must be notified immediately by phone or mail.

	Contact person / Mail address	Phone #
Emergencies – Out of hours (4pm - 8 am)	DRIFTCENTER	+45 44 517 511
Production planning & Emergencies (8am – 4 pm, Fridays to 3:30 pm only)	bk-prodplan@bladkompagniet.dk Rasmus Hansen Line Christiansen	+45 44 517 205 +45 44 517 552
Address files / Print files and Pallet notes (8am – 4pm, Fridays to 3:30 pm)	datasupport@bladkompagniet.dk Line Hjælm Rasmussen Glenn Skogstad Jensen	+45 44 517 583 +45 44 517 553
Approval of test print	datasupport@bladkompagniet.dk	
Approval of envelopes	bk-prodplan@bladkompagniet.dk	
Transport	PLA@bladkompagniet.dk	
1. 8am – 4pm, Fridays to 3:30 pm only)	Charlotte Nimb Keld Jensen	+45 44 517 212 +45 44 517 155
2. Out of hours (4pm – 8am)	DRIFTCENTER	+45 44 517 511
Questions about the guide lines (8am – 4pm, Fridays to 3:30 pm only)	datasupport@bladkompagniet.dk Line Hjælm Rasmussen Glenn Skogstad Jensen	+45 44 517 583 +45 44 517 553

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Pallet note - ABO



Delivery date:
Amount of copies:
Distribution Type:
Product #:
Product name:

Pallet # _____/_____

Number of boxes _____

Delivery Information

Leverings: Bladkompagniet
Adresse Islevdalvej 205
2610 Rødovre
