

Packaging and delivery instructions

Unless expressly agreed otherwise, the following packaging and delivery conditions apply exclusively to all deliveries in addition to the respective order.

Shipping documents and delivery notes

The delivery note must be attached to the package in a clearly visible position using a delivery note pocket provided for this purpose. A note that the delivery note is enclosed will not be accepted. The shipping documents must contain the following information:

- The supplier number assigned by BÜRKLE
- Delivery note number and date
- Name and address of the supplier including contact details for queries
- BÜRKLE order number and order item
- BÜRKLE part number
- Part designation
- Quantity delivered
- Total weight
- Place of off-loading as specified in the purchase order

Only one delivery note shall be issued per package. If a consignment contains several packages, a complete delivery note must also be enclosed.

Packaging

Principle: Packaging must be appropriate to the volume, type of packaging and product protection (e.g. corrosion, fragility, moisture, static charge, scratching) of the cargo or packaged goods.

Bare steel parts must be sufficiently preserved and protected against corrosion!

For international trade, solid wood load carriers must be treated in accordance with the international IPPC standard "ISPM-15".

The load must be secured in accordance with the legal requirements of StVO (traffic regulations) + VDI (German Engineers' Association) and must be delivered ready for unloading.

Packing material:

- Euro pallets are preferable. Alternatively, one-way pallets or wooden crates can also be used. Safe loading and unloading must always be guaranteed.
- Reusable fillers should be used (preferably paper, cardboard, corrugated board,...), i.e. in particular no polyurethane foam and no wood wool.
- Sensitive electrical parts with electrostatic hazard potential must be packed in accordance with the ESD standard protective packaging.

Labelling or marking of **production parts** per delivery note item must be made with the minimum information on the order number, order item and part number. The labels or markings must be applied at a visible position, if possible directly to the parts (especially in the case of steel parts). These labels must be removable without any problems and free of residues. Self-adhesive labels should therefore not be used if they do not meet the above requirements..

Goods receipt opening hours

For deliveries of goods, the following opening hours must be observed on working days:

Freudenstadt:

from 07:30 am to 12:00 pm

from 12:45 pm to 15:30 pm

Mastholte:

from 06:00 am to 12:00 pm

from 12:30 pm to 14.45 pm