



## Instructions for Supplier Deliveries

The following guidelines are to limit interaction and ensure we are all complying with Social Distancing Procedures: -

- Suppliers are required to book in all deliveries through Purchasing on **07464 925643** or [liam.garthwaite@birtleygroup.co.uk](mailto:liam.garthwaite@birtleygroup.co.uk), minimum of 24 hours prior to delivery.
- To limit transfer of paperwork, suppliers are to email a copy of delivery note(s) to Liam Garthwaite on [liam.garthwaite@birtleygroup.co.uk](mailto:liam.garthwaite@birtleygroup.co.uk), minimum 24 hours prior to delivery.
- On arrival delivery drivers are to call **07976 188626** to gain access through the entrance barrier.
- Following site direction, drivers are to park in designated off-loading areas where they will be expected to remove keys from ignition and place in view on the vehicle dashboard.
- Where drivers are required to interact with staff members, social distance must **ALWAYS** be adhered to.
- Following offload and delivery acceptance, the Expamet staff member on hand will provide their name to the driver in order for paperwork to be completed. At this point the driver can vacate the site.
- Drivers delivering parcels should locate themselves in the designated area and self-unload.
- **Deliveries will be refused if these points are not adhered to, in these events we won't accept liability for charges relating to failed deliveries.**

**DON'T FORGET:**

