



## HOW TO DELIVER TO BRORA WAREHOUSE - BOOKING IN PROCEDURE

Orders should be confirmed by email within one week of receipt confirming that the details of the order are correct and that delivery can be achieved. (If more than 1 week is required for confirmation our production team must be advised so within the week of receipt).

### **Packing lists should be e-mailed to [production@brora.co.uk](mailto:production@brora.co.uk) prior to despatch**

All deliveries must be booked in by contacting our Merchandising Department on [production@brora.co.uk](mailto:production@brora.co.uk) for a pre-arranged time. Deliveries are accepted between 8.30am-3.30pm Monday to Friday.

**For deliveries of more than 1 pallet a minimum of 48 hours notice is required. All other deliveries (of 1 pallet and under) require a minimum of 24 hours notice.**

**PLEASE NOTE - IF YOU DO NOT DELIVER IN THE PRE-ARRANGED TIME SLOT, YOUR DELIVERY MAY BE REFUSED  
FAILURE TO FOLLOW CORRECT DELIVERY PROCEDURES WILL OCCUR A £25 PENALTY**

### **How to book your delivery in**

When contacting the Merchandising Department please have the following information ready (available on the PO):

1. Purchase Order Number
2. The amount of stock in boxes/pallets
3. Style codes of the product you are delivering

### **Delivery Address**

**Attn: Goods In Department  
BRORA  
Units 5 & 6 The Orbital Centre  
Cockerell Close  
Gunnels Wood Road  
Stevenage, SG1 2NB  
Phone: +44 (0)1438 744351**

### **Details that MUST be included with each delivery**

1. The Brora Purchase Order Number
  2. Supplier details
  3. Packing List (by style and by carton) adhered to the outside of Box 1.
  4. Each item must be labelled and barcoded by the supplier prior to shipping.  
(Barcodes and labels will be provided by Brora).
- All stock received will be stacked in the warehouse and therefore all outer packaging must be suitable.

If deliveries do not meet the requirements stated above, any additional time and resource required to handle the delivery, will be recharged accordingly.

**Please contact [production@brora.co.uk](mailto:production@brora.co.uk) for any queries**