

## **DMC Booking-in Procedures**

All deliveries should be booked in with DMC no later than 24hrs prior to arrival. A DMC reference number will be issued which **MUST** be detailed on your delivery note.

Please note that deliveries, which are not booked in may encounter delays.

DMC Goods in accept deliveries **Monday to Friday 8.30 am - 4.30 pm.**

Important procedures for delivery of materials into DMC.

- **Deliveries must be accompanied by a Delivery Note detailing purchase order number, DMC delivery code and total quantity.**
- **Boxes must be labelled with description, quantity per box and a DMC code.**
- **All pallets to be standard 1000mm x 1200mm 4 boarded GKN or white pallets and must be in good clean condition.**
- **No pallets must exceed 1.3 meters high or 800 kg in weight.**
- **All Pallets must be shrink-wrapped or banded.**
- **All items must be boxed on pallets with no overhang.**

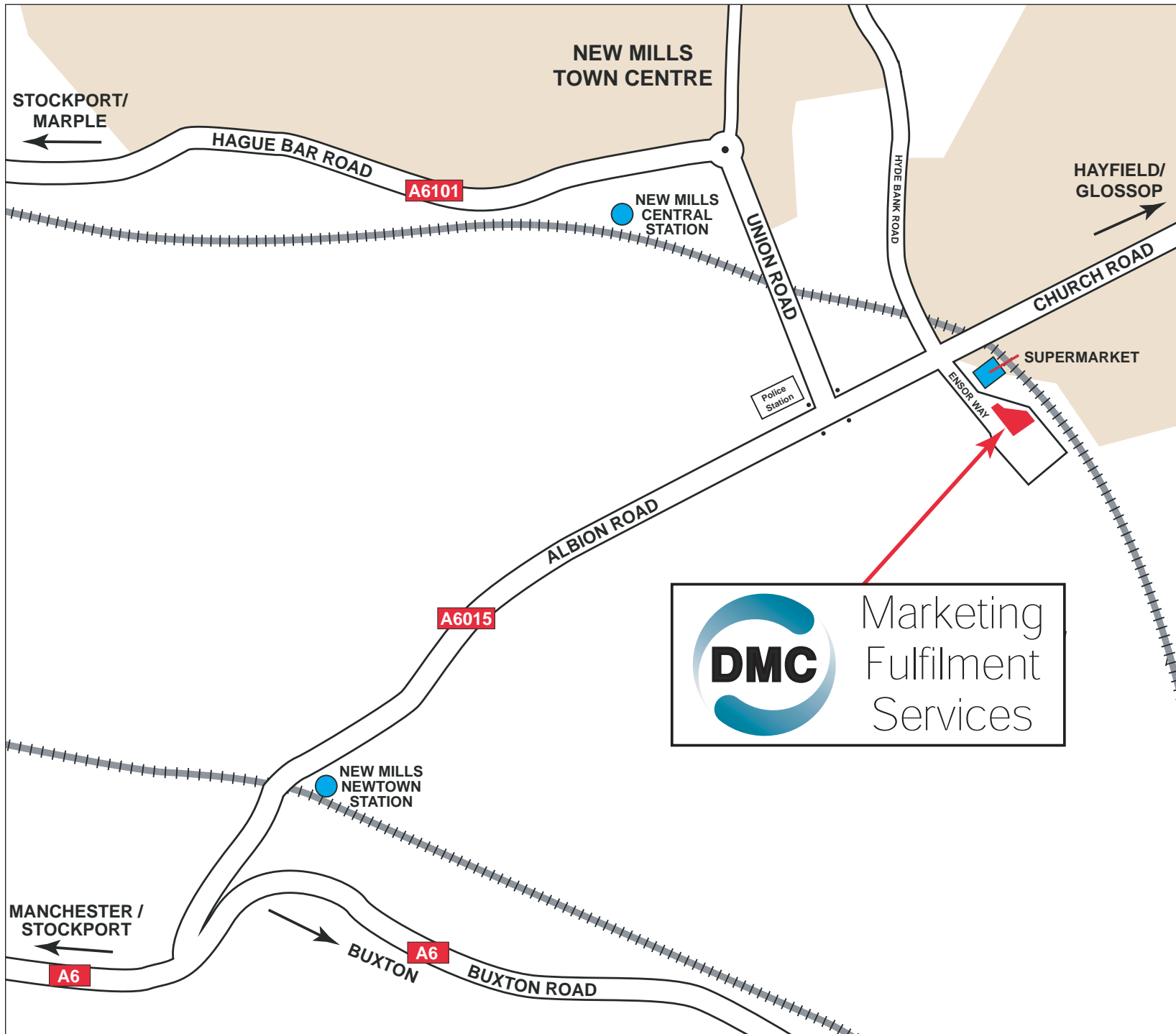
For urgent deliveries outside normal delivery times please contact us directly to make special arrangements.

### Contacts:

Booking In: Sarah Taylor  
Phone: Tel: 01663 741879 Fax: 01663 746020  
E-mail: s.taylor@dmcdist.co.uk  
Address: DMC, Ensor House, Ensor Way, New Mills,  
High Peak, SK22 4NQ

See overleaf for location map





NEW MILLS  
TOWN CENTRE

STOCKPORT/  
MARPLE

HAGUE BAR ROAD

A6101

NEW MILLS  
CENTRAL  
STATION

UNION ROAD

HYDE BANK ROAD

HAYFIELD/  
GLOSSOP

CHURCH ROAD

SUPERMARKET

ENSOR WAY

Police  
Station

ALBION ROAD

A6015

NEW MILLS  
NEWTOWN  
STATION

MANCHESTER /  
STOCKPORT

A6

BUXTON

A6

BUXTON ROAD

Marketing  
Fulfilment  
Services