

# SYNERGIX

LOGISTICS SOLUTIONS

## Freight Distribution Guide

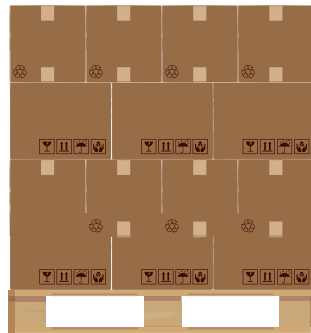
Our guide on your freight's journey through our network.

### Preparing your freight



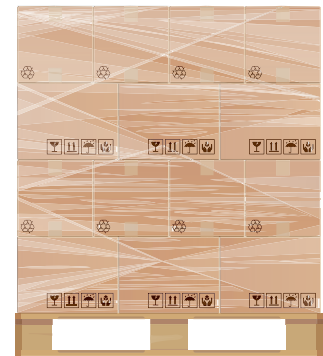
#### Use a suitable pallet

The pallet must be fit for purpose with no missing boards. It must also have four way entry, accessible from all sides.



#### Safely stack the pallet

Stack goods on the pallet, ensuring the heavier items are placed on the bottom layer. If required place cardboard sheets between each layer to help avoid movement during transit.



#### Securely wrap the pallet

Ensure that your pallet is securely wrapped so that it is ready for its journey through our network.



#### Clearly mark fragile / non-stackable pallets

Add tape or 'do not stack' cones to non-stackable pallets.



#### Correctly label the pallet

Pallets are loaded and unloaded from opposite sides of our trailers, so please fix one label securely to the front, and one to the back of your pallet of freight.



#### The pallet is now ready to send

# Wrapping your freight, our step-by-step guide



## Clear the area

Work in a secure area clear of any hazards. Observe health and safety procedures.



## Secure the wrap

Unroll roughly 60cm of wrap. Secure wrap to the base, fastening it around the corner of the block of the pallet.



## Step back

Grip the roll of wrap at either end. Starting at the base, move backwards around the pallet, wrapping as you go. Wrapping the pallet base along with the freight, pull tightly as you move around the pallet.



## Pull and stretch

Continue tightly wrapping, rising and lifting the roll of wrap to enclose the consignment. Wrap the goods until you are certain that the consignment is secure.



## Top it off

Twist wrap around and over one of the consignment's top corners. Pull the roll across the top, twisting wrap around the opposite corner. Repeat process, alternating corners, until there is adequate coverage.



## Label and ship

Attach wrap to the body of the consignment to seal. Your pallet is now ready to be labelled and shipped!

# The Synergix guide to **labelling** your freight.

One of the most important steps in connecting your freight with its destination is to ensure that it is labelled clearly and correctly.

## **It takes two**

It is imperative that we can read and scan your entire label, so please ensure two labels are attached to every pallet of freight.

## **Clean and dry**

Ideally, place your labels approximately 30cm from the ground, and keep them as clean and dry as possible.

## **Super surfaces**

Labels do not adhere well to some surfaces. These include wood, brick, and cold steel.

## **Front and back**

Pallets are loaded and unloaded from opposite sides of our trailers, so please fix one label securely to the front, and one to the back of your pallet of freight.

## **Stick and staple**

If your labels are not sticking, we ask that you staple them to the pallet base or crate, facing upwards.

## **No folding**

Please do not fold your labels around corners, or affix them to the top of your freight.

## **Visible not wrapped**

Ensure that both labels are sealed smoothly and presented level and as flat as possible.

Avoid affixing them to irregularly-shaped surfaces and do not apply wrap over the top of your labels – please make sure they are as visible as possible!

## **Call if concerned**

If your freight is irregularly shaped, overhangs the pallet base, or causes any concern at all, please contact your local Synergix depot for further guidance.



## **Get in touch!**

If you have any questions regarding our freight distribution process or would like advice about our different services please do not hesitate to contact your local Synergix depot. Our team are always on hand and will be happy to support you with your query.

**Iver, Buckinghamshire**  
**01753 978440**

Unit 1G The Ridgeway,  
Iver, Buckinghamshire, SL0 9JQ

**Hinckley, Leicestershire**  
**01455 560568**

Unit G Fleming Road,  
Hinckley, Leicestershire, LE10 3DU

# Synergix guide to: *pallet deliveries*

Vehicle access: A customer's property must allow access for a 18 tonne vehicle.



**KERBSIDE DELIVERY AS STANDARD, UNLESS ARRANGED WITH DELIVERY DEPOT**



## **OBSTACLES**

Access must be sufficiently wide and free of obstacles.



## **LEVEL SURFACE**

Access must be reasonably level to unload safely.



## **LOOSE GROUND SURFACE**

A pump truck will not operate on uneven or soft ground or loose gravel.



## **NARROW STREETS**

Access must be sufficiently wide enough for vehicle to manoeuvre safely.



## **TURNING ACCESS**

There must be enough room for vehicles to turn, for example in a cul-de-sac.



## **BRIDGES**

Please try to make us aware of any bridges that may restrict access.