



## **Medieval Hire – Loading A Pallet – [www.medievalhire.co.uk](http://www.medievalhire.co.uk)**

### **Delivery of a Pallet – Receiving your hired goods**

When your goods are delivered, please make a brief examination of the outer packaging. If any damage is apparent or suspected, the delivery note should be endorsed accordingly. We cannot consider a claim for broken items when a "clean" or "clear" proof of delivery is produced.

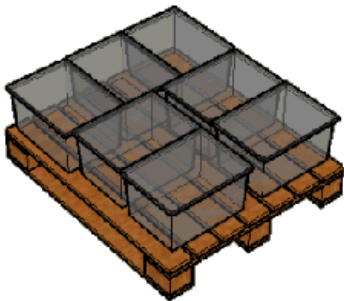
Pallet delivery will be by lorry, so the delivery point needs accessible. Once delivered, the pallet can be opened and the crates moved by hand.

### **Preparing Pallet for return of goods**

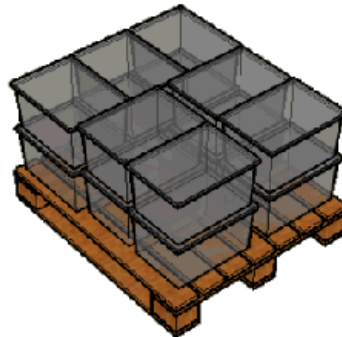
The easiest way is to return the pallet in the same condition as it arrived. Please ensure the following:

- Goods be in the same crates as they were supplied
- The crates must not exceed the dimensions for the size of pallet entered and must not overhang the pallet edges
- The pallet must be stable when packed, and not top heavy. It is important to place the heavier crates at the bottom,
- The crates must be no more than 3 crates high
- The crates must be firmly and properly secured to the pallet base by shrink-wrap

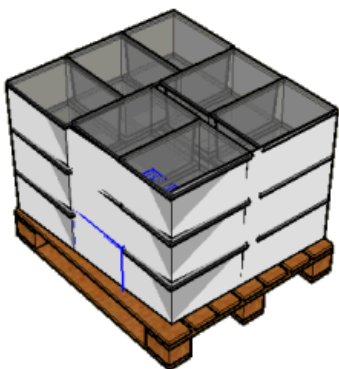
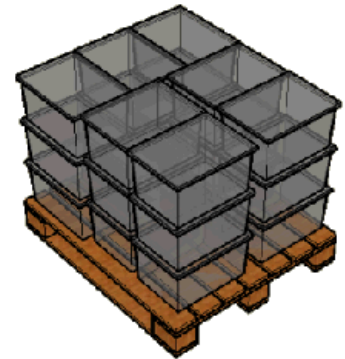
Bottom Row – Heavy Items  
10" Plates and Bowls



Middle Row  
Bowls and Goblets



Top Row – Light Items  
Tankards, Goblets and Knives and Forks



Please ensure the pallet is positioned for easy loading onto the lorry.

We will advise the collection date and your medieval goods by email or phone.

We hope this is helpful – please contact us if you feel we can improve these guidelines, and thank you for using Medievalhire.

SFR008 - How to load a Pallet 1 – Issued 15/01/2008