



## Logistics Delivery Policy

**This Logistics Delivery Policy is part of the relation between Plutosport and suppliers. All suppliers need to follow this policy for pre-order deliveries. Not respecting this policy will result in no possibility to deliver. Thank you in advance for your cooperation.**

1. Goods ready for delivery? Send a notification to [logistics@plutosport.com](mailto:logistics@plutosport.com) with the following information\*:

- Company name (including name of client/supplier)
- Brand name
- Packinglist in excel (including article numbers, EAN's, EU sizes, quantities)
- Quantity of pallets/cartons

**\* Delivery form on 2nd page**

2. After receiving your notification, we will reply within 24h. Depending on our schedule and capacity, we will give you a delivery date + reference number. Please note that:

- Our 5-number reference needs to be visible on the pallets/cartons
- Our warehouse is open for delivery within the hours 9:00AM – 16:00PM
- It is not allowed to add more products or quantities after receiving a delivery date + reference

3. Use the address below as standard delivery address. When goods need to be delivered on a different address than below, Plutosport will inform you about the change in address.

## **ADDRESS**

Plutosport Europe: Geerweg 46, 2461 EB, Ter Aar, Netherlands

4. Other important matters to keep in mind:

- Plutosport doesn't accept any backorders.
- Appointments for delivery can be made with a starting of minimum 250 pcs / 1 pallet.
- Delivery of pre-orders can be scheduled in 3 or 4 weeks.
- Use the 5-number reference on the invoice.

**! If suppliers don't respect this delivery policy, Plutosport has the right to refuse any deliveries.**

## Delivery form – Plutosport Europe B.V.

Please fill in this form and send it together with the packing list to:

**logistics@plutosport.com**

1. Company name :
2. Supplier name :
3. Brand name :
4. How many pallets/cartons do you wish to deliver?  
Pallets:  Carton:
5. Goods ready to deliver from :  -  -  (DD/MM/YYYY)

### **ADDRESS**

Plutosport Europe: Geerweg 46, 2461 EB, Ter Aar, Netherlands

**! Please note that you always need our 5-number reference number to deliver the goods**