

Site Rules for Delivery Drivers

Please note: This is a NO SMOKING SITE

Lettergold is located at the end of a cul-de-sac. If the main 'head on' gates are closed, please park up and enter the site on foot via the side gate.

Report to reception who will arrange for the gates to be opened. Drive forwards and turn left in front of the main building then reverse around the side (keeping the building on your right) to our loading / unloading area. This will point you in the correct direction for departure.

Normal hours of loading / unloading are 8am – 4:30pm Monday to Thursday and 8am – 12:30pm on Fridays. Please call **01638 666888** if you encounter any difficulties finding us or if you expect to be late.

On Arrival:

- Park where the FLT driver instructs you to
- Apply parking brake, switch off engine and remove ignition keys
- Show FLT driver that you have removed your keys
- Exchange proof of delivery / collection with the FLT driver
- Having identified the load to be loaded / unloaded please stand clear of the FLT equipment

While on Site:

- High visibility jackets and safety shoes should be worn
- If you require a 'banks man' to assist with any manoeuvres please ask
- Give way to reversing vehicles
- Unauthorised use of FLT equipment is prohibited
- Welfare facilities are available – you are welcome to free beverage, use of toilets, shower, etc.
- We will refuse to unload any un-stable or toppled loads

FIRE ALARM

If you hear the FIRE ALARM leave the building via the nearest available exit and report to the FIRE ASSEMBLY POINT in the car park.