



Logistics Limited

Unit 1 (warehouse 17)
Halesworth Business Centre
Norwich Road
Halesworth
Suffolk IP19 8QJ

Unit 5 Roy Humphrey Ind Est
A140 Ipswich Road
Brome
Eye
Suffolk IP23 8AW

Prospective Client Profile

COMPANY NAME:

ADDRESS:

CONTACT:

Name:

Telephone:

Mobile:

e-Mail:

1 RECEIPT

1.1 Delivery Frequency

1.1.1

	Avr. Per Week	Max required in a day
Total Deliveries		
As 20ft Containers		
As 40ft Containers		
As 44ft Trailers		
As Rigid / Vans		

1.2 Product Configuration

1.2.1

	% Loose	% Palletised	% other
Presentation of product			
Other: Description			

1.2.2

	% CHEP	% High Grade White	% Rack Grade White
Pallet Type			

1.2.3

	% UK standard	% Euro	% Oversize
Pallet Size			

1.2.4

	Minimum	Average	Maximum
Number of cartons per Container			
Number of cartons per pallet when palletised			
Number of pallets per trailer			
Carton weight			
Total Pallet weight			

1.3 Delivery Status

1.3.1

	YES / NO
Bonded	
Electronic pre-advice available	
Required to book-in	

2 STORAGE			
2.1 Product Classification			
2.1.1		YES / NO	
	Any products classed as hazardous		
	Are any items fragile		
	Are any items over 25kg or bulky requiring 2 person lift		
2.2 Storage Profile			
2.2.1		Average	Peak
	Storage requirements expressed as ft ² or pallets		
2.2.2		Minimum	Maximum
	Pallet Heights (incl pallet)		
2.2.3	How many SKU's		
2.2.4	Can pallets be block stacked		
2.2.5	What is the maximum stack height		
2.2.6	What is the average stock turn		
3 PICKING			
3.1 Order Processing			
3.1.1		Per day	Per week
	How many orders per day		
3.1.2		Average	Maximum
	Product lines per order		
3.1.3	What days of the week are orders received		
3.1.4	How are orders transmitted		
3.1.5	Are there system interfacing requirements		
3.2 Order Picking			
3.2.1		% singles / inners	% Full Pallets
	Picking Level		
3.2.2	Average No Cartons per picked pallet		
3.2.3		Minimum	Maximum
	How many picks (Pieces / Inners or Cartons) per order		
3.2.4	Any special considerations for presentation of picked product		
4 DESPATCH			
4.1 Volume			
4.1.1		Average	Peak
	No Despatch pallets per day		
	No Despatch pallets per week		
4.2 Customer Profile			
4.2.1	How many different customers		
4.2.2	How many different locations		
4.2.3	Required lead time from order receipt to despatch		
4.2.4	Any customers self or arrange collection		
4.2.5		Average bookings per week	Peak bookings per week
	Is there a requirement to make bookings with customers		
4.2.6	Do any customers have any access restrictions		
4.2.7	Are specific pallet types required		

5 INVENTORY MANAGEMENT

5.1 Product Control

5.1.1	Do any products require Batch or date management	
5.1.2	Is there a requirement to manage packaging	
5.1.3	Are there any quality assurance procedures to be administered	

5.2 Stock control & reporting
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		Frequency	When
5.2.1	Is a full stocktake required		
5.2.2	Are any perpetual inventory checks required		
5.2.3	Are stock inventory reports required		
5.2.4	If reports are required, in what format		

Date	Signature
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