



Concerns all deliveries  
From Non-EU countries/  
Third countries

Our sign: ChB / TS  
Phone: 0234 / 975-2538  
Fax: 0234 / 975-2347  
Date: 14.11.2024

## **Routing - Order**

Dear Ladies and Gentlemen,

In order to ensure a smooth, cost - effective and timely processing of all incoming goods, we have special agreements with the forwarding agency a. hartrodt regarding terms and conditions. For this reason, we ask you to commission for all ex works deliveries the shipping company a. hartrodt with the collection of goods in your home:

**Jörg Brandt**

**a. hartrodt (GmbH & Co) KG**  
Suedstrasse 58  
42119 Wuppertal  
Germany  
Phone (+49 202) 263 80-10  
Fax (+49 202) 263 80-30

Please send the notification of the shipments **only** by email to the following address:

**[joerg.brandt@hartrodt.com](mailto:joerg.brandt@hartrodt.com)**

Please note in your notifications that information such as

- Order number
- Pick up address
- Contact person
- Pick up date
- Loading time
- Shipment details (Number of packages, dimensions, weight)
- Delivery address

must be fully specified

In the case of violations of this routing order, we will pass the additional costs on to you.

Best regards

i. V. Christian Conscience  
(Purchasing Manager)

i. A. Christian Bilawski  
(Head of Logistics)