



For truck loading at

**Eickhoff Maschinenfabrik GmbH**  
**Eickhoff Bergbautechnik GmbH**  
**Eickhoff Antriebstechnik GmbH**  
Am Eickhoffpark 1  
D-44789 Bochum  
Tel.: +49(234)/975-2319  
Fax: +49(234)/975-2347

**Forwarding instructions:**

<b>General loading window:</b>	<b>Monday to Thursday</b>	<b>7:00 am – 3:00 pm</b>
	<b>Friday</b>	<b>7:00 am – 1:00 pm</b>

1. The despatch department of Eickhoff must be informed immediately on the above mentioned phone number if the arrival of a truck is delayed.
2. The driver must show a pick up sheet when collecting the goods. The pick up sheet must contain the name of the consignee, the shipment identification and the volume in container units and weight.
3. Vehicles without notification or pick-up note will not be accepted for loading and must have corresponding papers sent by fax or email.
4. Drivers have to report immediately after arrival at the shipping office with the vehicle registration number and unique consignment name (consignee/ delivery note number/ order no. / etc.).
5. Loading outside of the above loading times is possible but require a separate agreement. The provision of loading personnel and loading equipment must be planned accordingly.
6. We work according to the latest version of ADSp (2017). Stuffed vehicles must be equipped with accessories for load securing (according to VDI 2700 ff) and be in a technically and traffic-safe condition.
7. The freight forwarder / carrier is responsible for compliance with the ArbSchG. Entering the plant area is only allowed with personal safety equipment (safety shoes, safety glasses, safety vest). Disrespecting any of these regulations can be a reason for prohibition of access to the plant premises.

We kindly request you to observe the specifications in your vehicle disposition and remain with

best regards

ppa. Michael Kindermann  
(Leiter Materialwirtschaft)

i. A. Christian Bilawski  
(Logistikleiter)