

A CUSTOMER GUIDE TO WAREHOUSING

The following checklist should be used by anyone seeking to use services from a warehousing provider.

YOUR GOODS

- What type of product do you need to store?
- What is the value of the product?
- Who will insure the goods while in store?
- Will your goods be stored on pallets?
- What are the physical dimensions of a pallet including height?
- What is the typical weight of a pallet?
- Can the pallets be stacked on top of each other and, if so, how many pallets high?
- If not, can they be stored on racking?
- How many pallets will be coming into store?
- What will the pallet rotation be?
 - will all the pallets come into store for a certain length of time and then will all move out altogether? or
 - will all the pallets come into store altogether but slowly move out a few at a time over a spread out period? or
 - will there be a rotation of pallets with a holding stock with pallets moving in and out on a regular basis?
- If 'in and out' on a rotation, should stock be managed via 'first in first out'?
- Is there an 'out of date' / 'sell by' date on the product(s) that needs managed?
- Do any of the pallets need to be picked from and then items despatched out?
- Is there a need to break down bulk and build an order onto another pallet from a number of pallets?
- Who manages the distribution? The warehouse company or the customer storing the goods?

HANDLING CHARGES

What is the cost for:

- Receiving pallets (into warehouse).
- Distributing pallets (out of warehouse).
- Breaking bulk and making up an order.
- Pick, pack and dispatch.

AUDIT, STOCK CONTROL AND MANAGEMENT

- How will the warehousing company manage the handling?
- How good is the stock control software?
- What audit information can be produced including back up reports?
- How detailed are the invoices?
- What back up reports are produced to reconcile with the invoices.

In summary, there's a lot to consider and Len Lothian have the expertise across all of these areas to ensure customers have a tailored Warehousing solution that meets their needs and provides maximum cost efficiency.

To find out more log on to www.lenlothian.com or call **Edinburgh: 0800 953 0320 Glasgow: 0800 953 0325**

