

# Incoming Goods

Please note **these instructions. Thank you!**

Hard copies of the following delivery documents must be handed in at the counter on arrival:

## 1. CMR, consignment note

- Sender
- Recipient

Alloga Ltd.  
Incoming Goods c/o Partner Name  
Buchmattstrasse 10, 3400 Burgdorf

## • Number of pallets incl. temperature information

- 10 Pal, RTP (15-25°C)
- 5 Pal, CG (2-8°C)

## 2. Delivery note

- Item number & Item description
- Batch and expiry date
- Quantity per batch

## 3. Import list from Customs

Important for imports

### Opening hours incoming goods Alloga Burgdorf

Monday–Friday **07:30 – 17:00 Uhr**  
(open all day)

Please note the special opening hours over the holidays on our website [www.alloga.ch](http://www.alloga.ch)

Unscheduled deliveries are registered at the on-site terminal. Drivers complete the check-in upon arrival.



Notify the next delivery now and save time.

## Pallet requirements:

### Pallet dimensions / load carriers

- Max 1.25m
- Clean and intact load carriers according to ISPM 15 – HT standard

### Pallet / box labelling Pallet flag and/or box labels

- Item number and item description
- Batch and expiry date
- Quantity per pallet or box

### Logger marking

