

General notes

Memmert is on an expansion course! Among other things, we depend on your assistance as our business partner to meet the increasing demands on logistics and storage.

To ensure smooth business processes between our companies, please implement the following as soon as possible:

1. Order confirmations:

After receiving our order, please send us your order confirmation in written form via email to einkauf@memmert.com within 48 hours.

Please make sure to always include our reference number in all correspondence.

2. Adherence to schedules:

Adherence to delivery schedules is essential to reduce the storage volume. Confirmed delivery dates must be strictly observed. If there are any unexpected delays, please notify us in writing immediately, because we carry out automated supplier assessments.

Adherence to schedules is very important to us!

3. Invoicing:

Please send invoices via Mail to invoice@memmert.com

4. Labelling goods:

We would like to explicitly ask you to mark all metal sheet supplies (delivered on individual pallets) as follows:

- Sender
- Our order number
- Our item number
- Gross weight
- Net weight
- Tare weight (optional)
- Delivery date

→ Please mark each package / each panel individually.

5. Contact:

If you have any further questions, please do not hesitate to contact the Memmert procurement team per mail (einkauf@memmert.com). We will be pleased to help you.

6. Deliveries and opening hours of our incoming goods department:

Please send any consignments exclusively to our factory in Büchenbach:

Memmert GmbH & Co KG
Willi-Memmert-Str. 90-96
91186 Büchenbach, Germany

during the following opening hours:

Mo-Thu	7 AM to 4 PM
Fr	7 AM to 2 PM

For deliveries containing more than three Euro pallets, please notify us in good time by

E-mail: lager@memmert.com

Caution! Please use our standard forwarding agency DHL for carriage forward deliveries.

Thank you very much for your assistance. We are looking forward to continue our good cooperation!

2024/01