

INSTRUCTIONS FOR DELIVERING THE CLIENT'S SUPPLEMENTS/PROMOTIONAL ITEMS

At the client's request, various supplements and promotional items can be inserted, placed on to, glued on to and wrapped around our printed matter, either by hand or by machine, such as test samples of cosmetics and personal care products, food, various single promotional items or items in bags, blister, carton or other packs, CDs, etc.

Delivery of supplements/promotional items

- Supplements/promotional items must be arranged neatly and packed on pallets/in packages /boxes, undamaged
- Pallets with supplements/packages with promotional items must be labelled as follows:
 - Client's name
 - Product name (if available)
 - Supplement/promotional item name
 - Total quantity in pieces
 - Pallet/package number out of the total number of pallets/packages
 - Number of items on the pallet/in the package
 - Pallet/package weight
- Delivery FCO GZH (GZH informs the client of the exact date of required delivery)
- Delivery note must be signed and certified, data must correspond to the information on the packages

Any unused supplements/promotional items are returned to the client only at the client's written request, otherwise, the remaining quantities are disposed of within 7 days after the delivery of printed matter.

In case of deficient documents or labels, damage to delivered supplements/promotional items or any other form of their noncompliance with the aforementioned instructions, it will not be possible for us to accept and process them.

Delivery address

GRAFIČKI ZAVOD HRVATSKE d.o.o.
Mičevečka ulica 7
HR-10000 Zagreb

Phone – warehouse: +385-1-2499 046

Warehouse opening hours: Monday-Friday, 7.00 AM-15.00 PM

Deliveries outside of opening hours are possible by arrangement only.
We reserve the right to charge extra costs.