



Delivery Policy

It is understood that each order is placed with the purchaser's full acceptance of all general conditions established by the seller.

1. **DELIVERY TERM** – This runs from the date of the order confirmation and shall be considered as approximate; it shall not, in any case, be considered an essential condition and may be extended by the seller in the event of unforeseen circumstances.

2. **DISPATCH** – Dispatch is understood to have been made the moment in which the goods are placed at the purchaser's disposal on deliver to the carrier. Partial dispatches are also permitted without this being considered by the customer as cause of delay.

3. **Delivery Time** - Approximate delivery time is 2-3 working days from receipt of order within the U.K. For items ordered on Friday before 2PM, "Next Day" delivery refers to the next working day, Monday. Saturday delivery can only be arranged if contacted and pre-arranged. We are unable to arrange courier service to deliver items on Sundays or Bank Holidays. Orders placed on Friday after 2PM, Saturday or Sunday for "next day delivery" will be packed and shipped on the following working day i.e. Monday, for arrival on Tuesday.

4. **TRANSPORT** –The seller shall dispatch the goods via the means considered most opportune without this entitling the purchaser to make claims.

5. **INSURANCE** – Only if requested and always at the purchaser's charge.

6. **PACKING** – Excepting different agreements accepted by the seller packing shall always be in cartons, unless orders are fewer than 5 items: all responsibilities of the seller shall cease once delivery has been made to the purchaser or carrier without claims or reserves.

7. **Cost** - All orders over £250.00 within the U.K (except regions of Scotland / Northern Ireland) are free from delivery charge; any orders less than this value will be charged £15.00 delivery. Additional delivery charges are levied for regions of Scotland / Northern Ireland, please telephone for quotation. International deliveries are also available, please telephone for quotation.

8. **Delivery Details** - Please ensure you provide a correct postcode and address; our ordering system automatically creates shipping labels based on the information you provide. If the information you provide us is incorrect and you do not inform us upon receipt of your Despatch Notice / Acknowledgement, we will not be held responsible for any delay or failure to comply with our obligations as the delay or failure arises from a cause which is beyond our reasonable control. This condition does not affect your statutory rights. If there is likely to be a problem with your delivery then we will attempt to contact you. Please ensure that the contact details you give are accurate - we will attempt to e-mail you or telephone you. We will not be held responsible for any delay or failure to comply with our obligations under these conditions if the delay or failure arises from any cause which is beyond our reasonable control. This condition does not affect your statutory rights.

9. **Re-delivery Service** – The carrier will provide a redelivery service at no additional charge. A notice of attempted delivery will be left at the recipient's address after each attempted delivery, indicating date and time of the presentation. Any Shipment which cannot be delivered after three (3) attempted deliveries will be returned to the nearest carrier facility and an attempt made to notify the Recipient. In the case of deliveries to a private address ("Residential Deliveries"), only one re-attempt will be made after the initial attempted delivery. If the Shipment has not been delivered after three (3) attempted deliveries (two (2) in case of a "Residential Delivery") or after being held for five (5) business days from the date the shipment is received and has cleared customs in a destination station, it will be considered undeliverable.

10. **Undeliverable Shipments** - A Shipment is considered as undeliverable if (i) the Recipient's address is incomplete, illegible, incorrect or cannot be located, (ii) delivery is impossible because of the unavailability or refusal of an appropriate person to accept delivery or sign for delivery of the Shipment on the initial delivery attempt or reattempts, (iii) the Shipment is unable to clear Customs, (iv) the Shipment would likely cause damage or delay to other Shipments or goods, or injury to persons, (v) the Shipment contains prohibited items, (vi) the Recipient is unable or refuses to pay for a Bill Recipient Shipment, or (vii) the Shipment's contents or packaging are damaged to the extent that re-wrapping is not possible.

11. **Charges** - Return Charges will be assessed to the recipient together with the original Charges, unless the Shipment was undeliverable due to the fault of the carrier or Universeal. Also included will be any other Charges incurred by the carrier or Universeal including but not limited to duties, taxes and storage fees, if applicable.



12. Claims for Damage - All claims must be made within 24 hours from receipt of delivery and notified in writing to Universeal within 7 calendar days after delivery of the Shipment, failing which no action for damages may be brought against the carrier or Universeal. Receipt of the Shipment by the Recipient without written notice of damage on the delivery receipt is prima facie evidence that the Shipment was delivered in good condition. As a condition for the carrier considering any claim for damage the Recipient must make the contents, original shipping cartons and packaging available for inspection by the carrier and Universeal. Universeal and the carrier reserve the right to inspect damaged Shipments on the customer's premises as well as the right to retrieve the damaged Package for inspection at the carriers or Universeal facility.

All of the original shipping cartons, packing and contents must be made available for inspection by the carrier and Universeal and retained until the claim is concluded.

FedEx Delivery Schedule

Next Day Delivery Options

Delivery By:	Services:
Close of business	Next Day *
Delivered between 7.30-9.00am	Next Day by 9.00am **
Delivered between 9.00-10.00am	Next Day by 10.00am **
Delivered between 9.00am-12 noon	Next Day by 12 noon **

Saturday Delivery Options

Delivery By:	Services:
Delivered between 7.30-9.00am	Saturday by 9.00am **
Delivered between 9.00-10.00am	Saturday by 10.00am **
Delivered between 9.00am-12 noon	Saturday by 12 noon **
Close of business	Saturday **

* Universeal standard delivery service

** Non-standard delivery, please telephone for quotation.