

Valid for location Berlin / ZF Lenksysteme GmbH

Version: 01.08.2011

1. **Necessary documents for the goods receipt**
 - Invoice and delivery note, waybill, customs documents

2. **Requirements for the equipment of the forwarder**
 - loading and offloading of canvas trucks possible
 - loading and offloading of box trucks possible
 - Delivery of sea containers possible

3. Contact

Function	Name	Phone +4930/40905-	E-Mail
Freight management	Ms. Lingen	-148	Anita.lingen@zf-lenksysteme.com
	Ms. Leybovich	- 142	Rimma.leybovich@zf-lenksysteme.com
	Ms. Focke	- 143	Roswitha.focke@zf-lenksysteme.com
Mgt. of empties	Mr. Bade	-271	Tobias.bade@zf-lenksysteme.com
Inbound			
- Shift A	Mr. Golz	- 288	Olaf.golz@zf-lenksysteme.com
- Shift B	Mr. Cildas	- 355	Hayrettin.cildas@zf-lenksysteme.com
Dispatch			
- Shift A	see inbound		
- Shift B	see inbound		

4. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
ZFLS	Lange Enden 1 13437 Berlin			Mon – Fri	7:00 – 22:00 h	Break time: 9:00 – 9:15 h 12.00 – 12:20 h 17.00 – 17.20 h

5. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
ZFLS	Lange Enden 1 13437 Berlin			Mon – Fri	6:00 – 20:00 h	Break time: 9:00 – 9:15 h 11:45 – 12:15 h 17.00 – 17.20 h