



Appendix 5: Location specific forwarding instructions

Valid for location Diepholz / Division C und I

Version: 01.08.2011

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas cover trucks possible
- No processing of box trucks respectively only after prior consultation
- Delivery of sea containers only possible with prior arrangement.

3. Requirements for the forwarder

- Register off the vehicles at the office.
- Securing of the load has to be done by the driver.
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 (obsolete: DIN EN 345) when leaving the truck.

4. Contact

Function	Name	Phone +49 5474 / 60-	E-Mail
Logistics Division C	Gerd Hinners	-3855	Gerd.hinners@zf.com
Logistics Division I	David Duran-Bensusan	-3783	David.duran-bensusan@zf.com
Mgt. Lemförder Logistics	John Friso Rieken	-3570	Johnfriso.rieken@lemlog.com
Inbound			
Lemförder Logistics	Hildegard Hansmeier	-3657	Hildegard.hansmeier@lemlog.com
Dispatch			
Lemförder Logistik	Sascha Kampers	-3631	Sascha.kampers@lemlog.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Straße 11 49356 Diepholz			Mon – Fri	6:00 – 18:00 h	Lemförder Logistics

6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Straße 11 49356 Diepholz			Mon – Fri	8:00 – 19:00 h	Lemförder Logistics

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7. Directions

