



Dear Partners!

Our company, the Martin Metals Kereskedelmi Kft, has changed its acceptance and unloading queuing system in view of the increased turnover. In order to properly serve our partners, the application and queuing system for delivery dates will change from 1 May 2021!

Things to do before delivery:

1. Phone registration on the given numbers on our [website](#) (with car registration number and commercial contract number).
2. Our colleague records and confirms the registered delivery date and the exact time of reception of the truck (we appoint hourly zones; this has not changed compared to the previous rules).
3. As an IT development of our company, drivers can check the exact time of their registered arrival on a website optimized for mobile phone use.
4. It is mandatory to pre-send documents, and a [detailed packing](#) list in an EXCEL file, scan copy or photos are not acceptable) by e-mail to office@martinmetals.eu before arrival! Failing to send the documents meaning trucks are treated as in point 6 below.
5. Arrival at the freight port of Inotal Zrt and registration at the freight port at least 10 minutes before the registered time.

We would like to draw the attention of our partners:

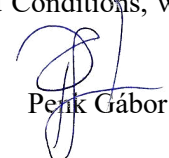
6. If the car is delayed due to its own reasons, we cannot guarantee unloading / loading on the registered day. The truck will automatically end up at the end of the line of the registered trucks for the day.
7. If there is still time at the end of the work shift, depending on the free capacity, it is possible that the truck will be permitted for loading / unloading operation.
8. If the truck was not unloaded / loaded on the registered day due to lack of complying with the above, the partner company must register a new date. Our company, if there is free capacity, will try to provide an unloading slot on the next day, however, we cannot guarantee this.

Loading/Unloading procedure:

9. When entering, the precautions in accordance with the current virus protection regulations (wearing a mask at all times, measuring body temperature, maintaining social distance, no trespassing in the industrial zone territory) are mandatory for everyone.
10. The next step is weighing and arrival at the indicated pick-up point, loading and unloading under the control and according to the instructions of the warehouse manager and his staff.
11. Strapping/Unstrapping and other fixing operations after loading have to take place outside the warehouse at the designated area! Drivers may not hold back others in the line!
12. After the loading operation has finished the documents and the signed entry ticket can be obtained at the upstairs offices of Martin Metals Kft and the truck can leave.

Additional points governing the cooperation can be found in the General Terms and Conditions, which are available on our website at this [link](#).

Várpalota, 28th of May, 2021



Péter Gábor

manager, Martin Metals Kft