



SHIPPING INSTRUCTIONS FOR PUBLISHERS USING THE CANADIAN GATEWAY

Dear Publisher,

All shipments to our UK warehouse should be shipped through; -

Gazelle Book Services., C/o Gillship Navigation
Lafrance Warehouse
EXPORT WAREHOUSE DEPARTMENT DOOR 16
7055 Notre-Dame Street East,
Montreal, Quebec H1N 3R8

Email: vgillship@gillship.ca.
Tel: +514-254-6688 or Tel: +514-316-0632

IMPORTANT - Freight to be delivered by the 12th day of the month to ensure shipping that same month.

NOTE - Contact Mary-Ann Morgan for the latest Booking-In Reference. This must be obtained before shipping and the Booking-In Reference clearly displayed on the outside of each carton. Contact: Mary-Ann Morgan (mmorgan@gillship.ca)

1. Your shipments should be addressed to Gillship Logistics "**For Gazelle Book Services**" and have Gazelle's standard labels on each carton/pallet. See the link on our website for print-ready labels. Please keep these labels as the master and photocopy them as required. This will enable Gillship to quickly identify our goods and eliminate any possibility of consignments being shipped to the wrong address.
2. Books should be packed in export cartons and contain sufficient internal padding to withstand the journey. We have found that poorly packed goods often incur damage during the internal trucking phase within Canada. Half-empty cartons should also be avoided as these can get crushed when palletised. Wet or badly damaged cartons will be refused by Gillship. Gazelle will take no responsibility for losses where we consider that these have occurred due to negligence at the point of origin.
3. A Commercial Invoice must accompany each shipment showing the total number of books, the value of the consignment and their **country of origin**. The invoice must also clearly state the Gillship booking reference. This is vitally important, as it is from this document that the shipping manifest is compiled. One copy must be enclosed with the shipment, one attached to the outside of the carton and please notify Gillship in advance by e-mail of your full consignment details. Please note that handwritten pieces of paper in lieu of proper invoices are unacceptable.



4. Your Invoices should also show one or more of the following Customs Tariff Numbers:

49019900-1 Books, Atlases and Booklets
49019100-0 Dictionaries and Encyclopaedias
49111090-9 Commercial Catalogues and Leaflets

5. Please remember that the cost of shipping to Gillship is your responsibility. Do not send goods collect. If you have any problems with deliveries into Gillship please contact Gillship straightaway, as they will be pleased to help. Part shipments received into Gillship will not be forwarded but will leave on the next available trailer as soon after all parcels in any particular consignment are received. Any missing cartons and/or damages will be reported to the publisher from the Gateway directly. We realise that some of our publishers use a distributor to despatch your books. If this applies to you, would you please make sure that you pass a copy of these instructions to them and emphasise the importance of compliance.

Strict adherence to the above points will protect your valuable books and keep problems to a minimum.

If you have any further questions, please email stockcontrol@gazellebookservices.co.uk.