



Gazelle Book Services Ltd
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**SHIPPING INSTRUCTIONS
FOR U.S. PUBLISHERS USING THE**

NEW JERSEY GATEWAY

Dear Publisher,

All shipments to our UK Warehouse should be shipped through:-

Express Book Freight/GAZ
C/o Woodland Media,
5 Logistics Drive, Doors 50-55
Kearny,
New Jersey 07032

Contact: Amy Jackson
Tel : (201) 706 7065
[E-mail: amy.jackson@worldwidebookservices.com](mailto:amy.jackson@worldwidebookservices.com)

Please mail/e-mail three copies of commercial invoices, for the attention of **Amy Jackson**

1. Your shipments should be addressed to Express Book Freight (**EBF**) "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 masters and photocopy them as required. This will enable **EBF** 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 the U.S. Half-empty cartons should also be avoided as these can get crushed when palletised. **EBF** will refuse wet or badly damaged cartons. 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 and the value of the consignment. This is vitally important, as it is from this document that the shipping manifest is compiled. One copy

must be enclosed within the shipment, three attached to the outside of the carton and please mark cartons 1 of 3, 2 of 3 etc. Please notify **Amy Jackson** in advance by e-mail or fax if your consignment is a pallet or more. Please note that hand-written 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 **EBF** is your responsibility. Do not send goods collect. If you have any problems with deliveries into **EBF** please contact **Amy Jackson** straightaway, as she will be pleased to help. Part shipments received into **EBF** will not be forwarded but will leave on the next available container 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.

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