



Gazelle Book Services Ltd
White Cross Mills, Hightown, Lancaster LA1 4XS, UK
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**SHIPPING INSTRUCTIONS
FOR PUBLISHERS USING THE**

NEW DELHI GATEWAY

Dear Publisher,

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

DEI GRATIA LOGISTICS PVT LTD

**Shed No-4C
ICD PPG, New Delhi**

Contact Person:

Mr. Parul Malik

Tel No: +919873567702

Email: dglexports@dglshipping.in

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

1. Your shipments should be addressed as above but include “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 **DGL** 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 enough internal padding to withstand the journey. We have found that poorly packed goods often incur damage during the internal trucking phase within India. Half-empty cartons should be avoided as these can get crushed when palletised. **DGL** 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. **In addition, please e-mail/send the invoice plus a 'packing list' to include total weight, number of cartons/pallets, and dimensions to Mr. Parul Malik in advance of your shipment.** This is vitally important, as it is from these documents that the shipping manifest is compiled. Please mark cartons 1 of 2, 2 of 3 etc. 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 **DGL** is your responsibility. Do not send goods collect. If you have any problems with deliveries into **DGL** then please contact **Mr. Malik**, as he will be pleased to advise on collection/delivery of your consignment. Part shipments received into **DGL** 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.

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

Gavin Johnson

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