



Gazelle Book Services Ltd  
White Cross Mills, Hightown, Lancaster LA1 4XS, UK  
Tel +44 (0) 1524 528500 / Fax +44 (0) 1524 528510

**SHIPPING INSTRUCTIONS  
FOR PUBLISHERS USING THE  
NEW ZEALAND GATEWAY**

Dear Publisher,

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

Gazelle Books UK C/o BSI-AKL  
Unit 1, 197 Montgomerie Road  
Airport Oaks, Auckland 2150  
New Zealand.

Contact: Ph: +64 9 256 1939  
Email: [prealerts@akl.booksystems.com](mailto:prealerts@akl.booksystems.com)

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 email attachment for print-ready labels.** Please keep these labels as masters and photocopy them as required. This will enable **Book Systems** 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. Poorly packed goods often incur damage during the internal trucking phase within Australia. Half-empty cartons should be avoided as these can get crushed when palletised. **Book Systems** 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.
4. **Also, please e-mail/send the invoice plus a 'packing list' to include total weight, number of cartons/pallets, and dimensions to the email mentioned above in advance of your shipment arriving at Book Systems.** 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.

5. Your Invoices should also show one or more of the following Customs Tariff Numbers: -
  - 49019900-1 Books, Atlases and Booklets
  - 49019100-0 Dictionaries and Encyclopedias
  - 49111090-9 Commercial Catalogues and Leaflets
  
6. Please remember that the cost of shipping to **Book Systems** is your responsibility. Do not send goods collect. If you have any problems with deliveries into **Book Systems**, then please contact them and they will be pleased to advise on delivery of your consignment. Part shipments received into **Book Systems** will not be forwarded but will leave on the next available container as soon as all parcels in any 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.

Yours faithfully,

**Gavin Johnson**  
Operations Manager  
Gazelle Book Services Ltd.  
Tel: +44 (0) 1524 528501

Email: [gavin@gazellebookservices.co.uk](mailto:gavin@gazellebookservices.co.uk)

Web: [www.gazellebookservices.co.uk](http://www.gazellebookservices.co.uk)