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## 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  
7055 Notre Dame St.,  
East Montreal  
Quebec H1N 3R8  
Contact: Mary-Ann Morgan ([mmorgan@gillship.ca](mailto:mmorgan@gillship.ca))  
Tel: +514-316-0627

**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](mailto:mmorgan@gillship.ca)

1. Your shipments should be addressed as above but include "For Gazelle Book Services" and have Gazelle labels on each carton/pallet. The Gazelle shipping labels can be found in the "Services to Publishers" tab on our website then click the link "Shipping labels". Please keep these labels as masters 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 be avoided as these can get crushed when palletised. Gillship will refuse



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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. Please e-mail/send the invoice plus a 'packing list' to include total weight, number of cartons/pallets, and dimensions to Julie Tessier 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 Encyclopaedia's  
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 then please contact Julie Tessier, as she will be pleased to advise on collection/delivery of your consignment. Part shipments received into Gillship will not be forwarded but will leave on the next available container as soon after 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

Marvin Blagden

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