GAZELLE
White Cross Mills, Hightown, Lancaster LA1 4XS, UK
tel +44 (0) 1524 68765 / fax +44 (0) 1524 63232

SHIPPING INSTRUCTIONS FOR CANADIAN PUBLISHERS USING THE **Toronto GATEWAY**

Dear Publisher

Re: Canadian Consolidation

We are delighted to announce that through our U.S. freight agents, Express Book Freight, we are able to offer you a consolidation point in **Toronto**. We realise that depending on where you are based in Canada it still may be cost effective for you to ship direct to EBF in New Jersey and therefore please request the U.S. shipping instructions. However, the more of you that can ship via the **Toronto** consolidation agent the more cost effective the service becomes.

Stock orders from Gazelle will be sent to you at the beginning of every month. If you can then turn this around and ship the order to arrive at the 'Ameri-Connect Warehouse' by approximately the 15th of the month, it will ensure that Canadian freight is processed through EBF and onto the Gazelle warehouse in the shortest possible time frame.

PLEASE FOLLOW THE FOLLOWING PROCEDURES:

- Freight for the Toronto consolidation should be addressed as follows:

  Ameri-Connect Warehouse / CBL Logistics
  c/o Gazelle – Express Book Freight
  387 Carlingview Drive
  Toronto, Ontario M9W 5G7
  Canada

- **Consignment Documentation**

  Three copies of invoices should be attached to the outside of the consignment and a copy faxed to:

  CBL Logistics Ltd
  82 Normandy Blvd
  Toronto, Ontario
  Canada, M4L 3K3
  Tel : 416 213 0020
  Fax 416 213 8226

  Contact : Norm Paquette cbllog@sympatico.ca

- **Invoices**

  Must list individual stock lines showing QTY, TITLE, PRICE and Number of cartons. N.B. **It is particularly important to print TOTALS for the consignment WEIGHT & VALUE on your despatch invoice.**

  Should clearly state your 'BUSINESS NUMBER' and bear the relevant Customs Tariff Numbers.

  This will usually be one or more of the following:

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

Yours faithfully

Kevin Dixon
Distribution & Warehouse Manager
Gazelle Book Services