



GAZELLE

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SHIPPING INSTRUCTIONS FOR U.S. PUBLISHERS USING THE CHICAGO GATEWAY

Dear Publisher,

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

SBS Worldwide
325B W Lake Street
Elmhurst
IL 60126-1528
USA

Contact Adam Ledwik
Tel: 630-787-0101 extn 350
Cell: 630-841-7441
Fax: 630-617-6275
Skype: adam.ledwiksbs
e-mail: Adam.Ledwik@sbsworldwide.com

Your shipments should be addressed to SBS WORLDWIDE (SBS) “for Gazelle Book Services” **as per the attached labels**. Please keep these labels as masters and photocopy them as required. This will enable SBS to quickly identify our goods and eliminate any possibility of consignments being shipped to the wrong address.

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. Wet or badly damaged cartons will be refused by SBS. Gazelle will take no responsibility for losses where we consider that these have occurred due to negligence at the point of origin.

2. 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 with the shipment, one attached to the outside of the carton and please notify [Adam Ledwik at SBS in advance by e-mail or fax of](mailto:Adam.Ledwik@sbsworldwide.com)

[your full consignment details](#). Please note that hand-written pieces of paper in lieu of proper invoices are unacceptable.

3. 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

4. Please remember that the cost of shipping to SBS is your responsibility. Do not send goods collect. If you have any problems with deliveries into SBS please contact [Adam Ledwik](#) straightaway, as he will be pleased to help. Part shipments received into SBS 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.