



Gazelle Book Services Ltd
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**SHIPPING INSTRUCTIONS
FOR PUBLISHERS USING THE**

JOHANNESBURG GATEWAY

Dear Publisher,

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

• **W.E. Deane SA**
Unit 6, Aviation Park
17 Pomona Road,
Pomona, Kempton Park, 1619
South Africa

Contact: Thabo Mametja
Tel : +27 11 979 1121
[E-mail: thabom@deanesa.co.za](mailto:thabom@deanesa.co.za)

IMPORTANT: Before sending your consignment you must contact Thabo Mametja to obtain a 'Booking In' Reference Number as the depot will not accept any consignment without such a number. Please display the number clearly on the outside of each carton.

Freight to be delivered by the 12th day of the 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 **W.E. Deane** 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 S.A. Half-empty cartons should be avoided as these can get crushed when palletised. **W.E. Deane** 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 email the invoice plus a 'packing list' to include total weight, number of cartons/pallets, and dimensions to Thabo Mametja in advance of sending you consignment.** This is vitally important, as it is from this document 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 **W.E. Deane** is your responsibility. We do not collect goods. If you have any problems with deliveries into **W.E. Deane**, please contact **Thabo Mametja**, as he will be pleased to organise collection/delivery of your consignment into **W.E. Deane**. Part shipments received into **W.E. Deane** 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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