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## SHIPPING INSTRUCTIONS FOR PUBLISHERS USING THE NEW ZEALAND GATEWAY

Dear Publisher,

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

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

Contact: [prealerts@akl.booksystems.com](mailto:prealerts@akl.booksystems.com)  
Tel: +61 3 9330 3341

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, the value of the consignment and their **country of origin**.
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



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manifest is compiled. Please mark cartons 1 of 2, 2 of 3 etc. Please note that handwritten 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 Encyclopaedias  
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,

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