

## BOOKSELLER DELIVERY DETAILS FORM

**DEADLINE: 2 AUGUST 2024**

*Please read the notes below before completing this form and retain a copy for your records.*

Catalogues will be delivered from 7 October so they are in shops for the launch of Bookshop Day on 12 October. If you require your catalogues to be delivered after this period, or on a specific date, please indicate this where requested below. Please note the earliest date the catalogues will be available is 23 September although this may be subject to slight change.

Full delivery instructions must be supplied to the BA no later than 2 August 2024. Failure to do so may result in our inability to meet your requirements, or extra delivery charges. For Royal Mail door-to-door delivery, your instructions MUST include the contract number/s, distribution date/s, distribution number/s and exact quantity splits. A copy of the contract would be helpful.

If a phone call before delivery is required, please note that the delivery company will only be able to ring once, so staff should be fully briefed on suitable/unsuitable delivery times. A contact name and number, plus mobile/home telephone number of someone who is always available should be included in the delivery information.

■ Deliver \_\_\_\_\_ copies of the catalogue to the shop by \_\_\_\_\_ (date)

### Delivery Address no. 1

Do not deliver before: \_\_\_\_\_

Shop name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mobile/Home: \_\_\_\_\_

Special delivery instructions: \_\_\_\_\_

(Include any restrictions to delivery ie. unsuitable delivery times, parking restrictions etc. Failure to accept a delivery if a time/day restriction is not specified will result in charges for a second delivery.)

### Delivery Address no. 2

Do not deliver before: \_\_\_\_\_

Shop name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mobile/Home: \_\_\_\_\_

Special delivery instructions: \_\_\_\_\_

# CHRISTMAS BOOKS 2024

**BOOKS  
ARE MY  
BAG**  
#ChooseBookshops

---

## Delivery Address no. 3

Do not deliver before: \_\_\_\_\_

Shop name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mobile/Home: \_\_\_\_\_

Special delivery instructions: \_\_\_\_\_

## Royal Mail door-to-door details, if required

*NB it is essential that you supply a contract number, distribution number/s, actual distribution date/s and quantity splits. Ideally a copy of the entire contract would be helpful.*

### Contract number 1:

Distribution number: \_\_\_\_\_

Royal Mail WBC: \_\_\_\_\_

Distribution date: \_\_\_\_\_

No of copies: \_\_\_\_\_

### Contract number 2:

Distribution number: \_\_\_\_\_

Royal Mail WBC: \_\_\_\_\_

Distribution date: \_\_\_\_\_

No of copies: \_\_\_\_\_

### Contract number 3:

Distribution number: \_\_\_\_\_

Royal Mail WBC: \_\_\_\_\_

Distribution date: \_\_\_\_\_

No of copies: \_\_\_\_\_

Please return this completed form by **2 August** to: **Sharon Benton**,  
Booksellers Association, 6 Bell Yard, London, WC2A 2JR