

BOOKSELLER DELIVERY DETAILS FORM

DEADLINE: 15th APRIL 2022

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

Catalogues will be delivered w/c 16th May 2022. If you require delivery on a specific day during that week, or cannot take delivery on a specific date, please indicate this where requested below, otherwise this may not be possible to arrange.

Deliveries can only be made between 16-22nd May 2022.

Full delivery instructions must be supplied to the BA no later than 15th April 2022. 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.

BOOKSHOP DELIVERY

Please deliver _____ copies of the catalogue to the shop between 16-22nd May 2022.

Special delivery instructions:

Additional Delivery Address no. 1

Quantity:

Date needed by:

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.)

Additional Delivery Address no. 2

Quantity:

Shop name:

Address:

Postcode:

Telephone:

Contact name:

Mobile/Home:

Special delivery instructions:

Additional Delivery Address no. 3

Quantity: _____

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 **15th April 2022** to: **Sharon Benton**
email: sharon.benton@booksellers.org.uk
Booksellers Association, 6 Bell Yard, London, WC2A 2JR