



Please send inserts to:

Orbital Mailing LTD

The Boulevard

Orbital Park

Ashford

Kent

TN24 0GA

FAO:

Nicole Shilling

Nicole.Shilling@orbitalmailing.co.uk

+44(0) 1233 211211

Please refer to the **cover date** with all correspondences with our print sites.

Each delivery needs to be booked in prior to arrival and a booking in slot is required. Failure to do this may result in inserts being turned away.

Within the rest of this document you will find guidelines and relevant information required. If you have any queries please feel free to contact us and we will be able to help.

The Caravan Club Magazine

Schedule - Inserts

Final Insert Delivery Date

Delivery Times (Goods In):

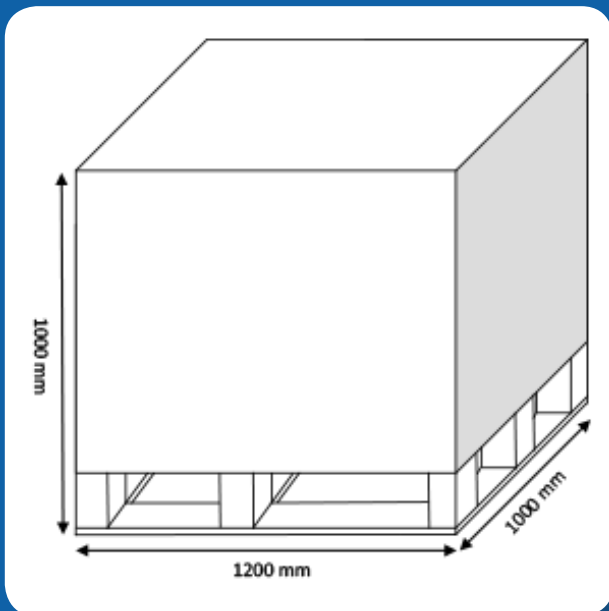
During normal operation vehicles should arrive at Goods In, Monday to Friday between 0700 to 1600. Goods may be received outside of these times but will be by prior arrangement only.

If a vehicle is delayed and may arrive outside of normal hours, please inform Goods In at the earliest opportunity and although not guaranteed we will try to accommodate the late arrival.

Collection Times (Goods Out):

During normal operation vehicles should be booked in advance to an allotted time slot for collections. If a vehicle is delayed and may arrive after its allotted time, please inform us at the earliest opportunity and although not guaranteed we will try to accommodate the late arrival.

January	2017	9th	December	2016
February	2017	11th	January	2017
March	2017	9th	February	2017
April	2017	9th	March	2017
May	2017	10th	April	2017
June	2017	10th	May	2017
July	2017	9th	June	2017
August	2017	11th	July	2017
September	2017	10th	August	2017
October	2017	11th	September	2017
November	2017	11th	October	2017
December	2017	10th	November	2017



Pallet Specification:

- Items should be in boxes clearly labelled with quantities or in manageable bundles.
- Where possible, stitched books should not be strapped across the spine.
- Strapping should not be applied in any way that damages the product.
- For safety reasons broken and badly damaged pallets cannot be accepted.
- Pallets should be no larger than 1000mm x 1200mm x 1000mm.
- Pallets should be wrapped and covered in case of wet or windy weather.
- Corners and tops of pallets should be protected ideally with top boards.
- Where it is necessary to mix goods on pallets they should be separated where possible, marked clearly and accompanied by a manifest.

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