



Please ensure the below is followed for all Schuh deliveries.

Volume must be **split** between 2 warehouses in ratio.

Please **DO NOT** book inserts in for delivery as they do not require booking in.

Delivery Address 1/2:

****95% total volume to be delivered here****

**Schuh Ltd
(Goods In)
1 Neilson Square
Deans Industrial Estate
Livingston
EH54 8RQ
Scotland**

Delivery Address 2/2:

****5% total volume to be delivered here****

**Schuh Ltd
Unit 6 New Square
West Bromwich
B70 7PP
UK**

email to notify ahead of delivery: RichardPurcell@schuh.co.uk

All Inserts **MUST** be boxed (max 300 inserts per box) & delivered on pallets. All boxes **MUST** be labelled with the following information:

A **copy of the insert** to be included taped to the top of each box.

Each box to be labelled as follows:

"Schuh PD's" – **Month/ Year - " Advertiser Name" – **Volume****

e.g. Schuh PDs- Jan 2023 – Connections – 150k

Boxes to be labelled sequentially with qty per box & sequential order

e.g. Qty 1400, box 23 of 100

Please ensure delivery paperwork matches the packing to include:

- Advertiser Name
- Exact Total Quantity
- Quantity of pallets
- Quantity of boxes
- Quantity of inserts per box

****The inserts upon arrival are sorted by the warehouse operatives & exact split volumes are then despatched to over 120+ despatch locations & Schuh stores. If these inserts are delivered in loose on a pallet & not in boxes with (max 300 per box) these will only be able to despatch from the central warehouse which will limit overall volume despatch & may affect end campaign dates. Schuh & Connections UK are not liable for any issues arising from this. Please ensure inserts are boxed and labelled correctly as above****