



Fragrance Direct - Product Despatch Inserts

Booking in procedure:

Please contact Tony Bradley, Warehouse Manager, at least 48 hours prior to delivery, to book in:

Email: Tony.Bradley@fragrancedirect.co.uk and cc in keith.gilbert@fragrancedirect.co.uk

Tel: 0758 7776905

Delivery address:

**Fragrance Direct
Garrison House
Byrons Lane
Macclesfield
Cheshire
SK11 7JW**

The following must be adhered to. Failure to comply with these instructions may result in your delivery being turned away. In such instances you will still be charged in full.

When booking in delivery, the following information **MUST** be provided:

- **Advertiser Name**
- **Approximate time and date of delivery**
- **Exact Quantity**
- **Quantity of pallets**
- **Quantity of boxes**
- **Quantity of inserts per box**
- **Name of carrier (if applicable)**

Inserts **MUST** be boxed & labelled with the following information:

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

ON THE LABEL:

- **Customer heading should be the destination brand – In this case Fragrance Direct**
- **Title should be clear of the insert brand and show start and end date of the campaign it relates to**
E.G "Brand Name" Inserts – Start 1st November – End 30th Nov
- **Qty in the box and what number of boxes are on the pallet**
E.G Qty 1400, box 23 of 100

