Delivery Instructions

Samples
Samples must be received at Kemps Publishing one week before delivery date.

FAO: **Pam Hawkins**
Production Department
Kemps Publishing Ltd
11 The Swan Courtyard,
Charles Edward Road,
Yardley, Birmingham B26 1BU

Tel: 0121 765 4144
Fax. 0121 706 3491

Inserts for delivery

FAO: **Laura Delli Colli**

Chamber Profile
Buxton Press Limited
Palace Road,
Buxton, Derbyshire
SK17 6AE

Tel: 01298 212000

E: lauradellicolli@buxtonpress.com

- Deliveries need to be made between 8am and 5pm, avoiding the school drop off and pick up times 8.45-9.15am, 2.45-3.30pm

A delivery note must accompany goods, even if a contract courier is used.

All boxes need to be labelled as follows;

C/O Laura Delli Colli
Insert name
Magazine name and issue
Quantity per box
Box 1 of ??
Total quantity supplied

Where boxes are packed onto a pallet, the pallet must display a pallet label as follows;

C/O Laura Delli Colli
Insert name
Total quantity per pallet

Insert Delivery Schedule 2019

Publication date	Inserts supplied to printers by:
Quarter One 2019	7 March 2019
Quarter Two 2019	6 June 2019
Quarter Three 2019	5 September 19
Quarter Four 2019	5 December 19

Advertising: Jon Jones
Email: jon.jones@kempspublishing.co.uk
Tel: 0121 765 4144