



## **Ordering tips for distributors and resellers**

There are various ways in which booksellers and official distributors of IMO Publications can take advantage of the ordering tips below.

### **Placing an order**

When ordering IMO publications, please select quantities as per "[Boxed Quantities for Best Sellers](#)" listing (can be found in FAQ section) to make the most of our pre-packed boxes and bundles. This will reduce our pick and pack time, expedite your order and enable you to re-use our bespoke labelled boxes. Please note that the listing is regularly updated to include new titles.

### **Arrange your own collection**

If possible, please could you reduce the number of collections to one per week to match your freight forwarder's cut-off processing deadlines. This will reduce the collection cost and allow us to combine all your orders into one weekly consignment available on your preferred day. If you decide to take up this option, [contact us](#) with your weekly preferred day, bearing in mind we will need two days to fulfil orders.

### **Shipping charges**

We can offer a low rate shipping option for pallet service for orders over 300kg and above. To benefit from this option, please [email us](#) to request an ad-hoc quote with cost and ETA if applicable.

\*\*\*\*\*