Dear Seller,

Hope you are doing well!

It is time to send us your accessories and beauty products for the Market. This email contains all of the information you need to make sure that your accessories arrive with us safely, and with the minimum of difficulty. Items to arrive by 15th November 2022 please

**Products:**

* Please label each of your items with **1) product name, 2) price in £, and 3) brand name**.
* Please make sure they are secure, any label detached from the item might result in it not being displayed at the Market.

**Packaging:**

* Please do not send your item in a soft package as they are fragile and might be damaged during transportation. Please use a **strong cardboard box or plastic storage box**. (If your item is sold we will provide bags for the customer).
* Pack items carefully and take photos of the inside and outside of the box, just in case you need them for an insurance claim.
* Please also fill in the **inventory form (**[**download here**](https://docs.google.com/document/d/1kBzHExIfyPkrWfS9Lxy2y-FU-7CM3zTRq5s03gWKfpA/edit?usp=sharing)**)**​​, print it out, and put it inside the box.
* We will take photos of the box and the items as soon as we receive them if the box is damaged when delivered.

**Labeling (very important please read carefully!):**

* Please write **your name and your brand name** largely and clearly in several places on the outside of the box (top, sides). This will help us a lot when it comes to returning your item(s) in the original box.
* Please write down the **dimensions of your packed box** (length x width x height in cm, e.g. 20cm x 25cm x 45cm), and **weight** in kg (e.g. 1.56kg) on the box.

**Customs invoice (non-UK countries only):**

* If you are sending us your item from outside the UK, then you must fill in a customs invoice. It is important to fill in the customs invoice correctly to minimise any charges and delays.
* Download the **customs invoice (**[**download here**](https://docs.google.com/document/d/1UJPWbLGA2f-2oK5FgYd70Z9UIC2rcK4Y/edit?rtpof=true)**)**​​. Fill in the document with the details required. If you are sending more than one accessory or beauty product, fill in a new row for each item you are sending.
* Print many copies - put one inside the box, stick one onto the box, keep one yourself, and you might need to give one or more to your shipping company.
* Write the words ‘**TEMPORARY ADMISSION**’ clearly on the box.
* If there is a customs charge, we will contact you with the details so that you can pay to release the item from customs. Please note that if your item is subjected to a customs charge, it will be a proportion of the value you put on the customs invoice (i.e. the lower the value, the lower the charge).

**Shipping address and contact info for delivery driver:**

X Terrace Fashion Ltd.
7 Cambridge Walk, Old Mead Road
Henham
Bishop's Stortford
Essex
CM22 6UE
UK

Contact person:
Nicholas Hylands-White
Phone number:
+44 (0)7834045452

(Please don’t call this number, if you have any questions please reply to this email.)

**Checklist:**

* Pack all items in one box (if you are sending more than one item)
* Put the completed Inventory Form with product and contact details in the box
* Write your name and brand name on all sides of the box
* Write box dimensions and weight clearly on the box
* If outside the UK, complete the customs invoice
* Post the box as soon as possible (must arrive by 15th November 2022)
* Email us the name of the courier and the tracking number

We look forward to receiving your accessory and beauty products!

All the best,
X Terrace Team