

UK Postings  
Unit 19 Wornal Park  
Menmarsh Road  
Worminghall  
Aylesbury  
Bucks  
HP18 9JX



Tel: 0845 6444 137

Sat Nav users, the postcode is **HP18 9JX** and works well with TomTom

### **By Train**

The nearest train station is Thame, which is approximately 5 miles from the centre. A taxi from here will take 15 minutes.

### **By Road**

#### **1) Via M40 Motorway**

Exit at junction 8a and take the Oxford sign. Then take the Wheatley sign which is a right turn, just after crossing over the M40. Follow this road past ASDA on the left and look for the Worminghall sign a few hundred yards along the road on the right. Follow the signs to Worminghall and, once in the village, turn left at the cross-roads which takes you on to Menmarsh Road. The industrial estate is about 1/2 mile on the right after leaving Worminghall.

#### **2) Via Normal Roads From High Wycombe**

Leave High Wycombe on the A40, heading towards West Wycombe. Follow the signs for Princes Risborough (which is a right fork) on to the A4010, at a round-about just before West Wycombe. At Princes Risborough follow the signs for Thame which is the A4129. Just before entering Thame, there is a round-about, follow the M40/Oxford signs which takes you onto the A418. There are another 2 roundabouts which route you along the A418 to Oxford. About 3/4 mile after the 2nd round-about there is a right turn to Worminghall (taking you via Shabbington). Follow this road through Shabbington and Worminghall and the industrial estate is about 1/2 mile on the right after leaving Worminghall. NOTE: with large trucks it may be better to keep on the A418 to junction 8a of the M40 and follow the directions in 1) above.

#### **3) From Aylesbury**

Exit Aylesbury towards Oxford, picking up the A418. This eventually brings you to a round-about which signposts Princes Risborough, Thame, M40/Oxford and Long Crendon. Keep on the A418 towards the M40 and Oxford. In about a mile, you come to the 2nd round-about described in 2) above. Then follow the above directions.

#### **4) From Oxford**

Exit Oxford along the A40 towards the M40, London and High Wycombe. Just before joining the motorway there is a left fork to Thame and Wheatley. Follow the left fork and head towards Wheatley, which is a left turn just before crossing the M40 motorway. Then follow the directions in 1), above.



# Delivery Instructions

## **IMPORTANT – PLEASE READ CAREFULLY**

UK Postings operates a booking in system for deliveries to help avoid your vehicles having to wait whilst others are being unloaded. You will be allocated a time to make your delivery, but if for any reason you can foresee a delay please notify us as soon as possible.

Where possible we like 48 hours notice, however the earlier you can book your delivery in the more likely you are to get a time that suites you.

Our dedicated email address for booking in your delivery is:  
**operations@ukpostings.com**

or use the booking in form at  
**www.ukpostings.com/bookingin**

Our normal opening times for deliveries: 08.00am to 17.00pm Monday-Friday (Deliveries outside of these hours can be accommodated if necessary)

When you contact our Goods-In department please supply ALL of the following information:

1. Date you would like to make the delivery (calendar)
2. Time you would like to make the delivery (Drop down list)
3. Customer name
4. Haulier name
5. Details of delivery, i.e. Magazine Name or Insert description (if known)
6. Total quantity of each product
7. Total number of pallets
8. Total number of boxes

You will get confirmation back via email.

## **DELIVERING MATERIALS TO UK POSTINGS LTD**

### *Inserts*

- Pack in boxes and band ensuring they all face the same way.
- Please ensure they are turned in as bigger bundles as possible.
- Label each box with insert name and QTY.
- Please do not mix different letterhead or inserts in the same box.
- Put on pallets shrink-wrap and strap pallets securely.

### *Brochures/magazines etc*

- Stack on pallets
- Please ensure they are turned in as bigger bundles as possible. (Preferably 25 or 50's)
- Please DON NOT shrink-wrap brochures or strap them in bundles.
- Ensure brochures all face the same way in bundles.
- Please ensure different magazines are clearly marked and on seprate pallets.
- Shrink-wrap and strap PALLETS securely.

### **Please note**

Bundles that are supplied to us shrink-wrapped will incur additional charges as it involves additional handling and slows down our production process.