



## Martin Audio Ltd - Customs Support Document

This document is for customs clearance purposes for shipments from Martin Audio Ltd

Martin Audio Ltd  
Unit 1&2 Century Point  
Halifax Road  
High Wycombe  
HP12 3SL  
+44 (0)1494 552082

Martin Audio Ltd Company registration number - 4824341  
Martin Audio Ltd VAT Number – GB239606545  
Martin Audio Ltd EORI Number – GB239606545000

GXO Logistics act as our logistics partner in the UK, collections are made from: -

GXO Logistics c/o Martin Audio Ltd  
39-44 Davy Cl,  
Bays 5-10  
Park Farm Industrial Estate  
Wellingborough, Northamptonshire, NN8 6XX  
Telephone: +44 (0) 193 323 5614

Incoterm	Instructions
EXW	Freight forwarder must use importers customs clearance instructions and ensure Martin Audio are not the importer of record. Please consult the consignee for further instructions
DDP – Express	Follow couriers' instructions and ensure 4 copies of invoices are attached to consignment
DDP - Groupage	Follow freight forwarders instructions

For any queries, please contact [kn.warehouse@martin-audio.com](mailto:kn.warehouse@martin-audio.com)

## Collection Notice

Collection Address	GXO Logistics c/o Martin Audio Ltd 39-44 Davy Close Bays 5-10 Park Farm Ind. Estate Wellingborough Northamptonshire NN8 6XX
Opening Times	06:00 to 18:00 (GMT) Mon to Fri

### Frequently Asked Questions

When is the consignment ready?	The consignment is ready to be collected as soon as you receive the packing list and commercial invoice from either Martin Audio or GXO Logistics
Is there a restriction on vehicle type for collection?	No restrictions, all vehicles can be accommodated, but our preference is rear loading vehicles that are suitable for dock levellers for ease of loading.

### Site instructions and directions

Site instructions:	Upon arrival on site please book in at the security gate stating the collection reference number (which is provided in the original collection notification email)
--------------------	--

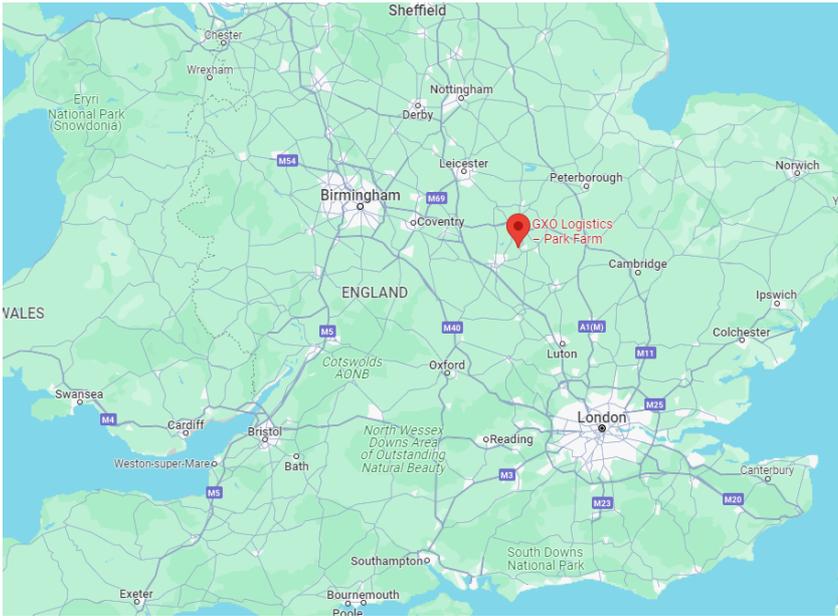
#### Other information: -

In addition to measuring on time in full (OTIF) and in order to ensure 100% compliance with the requirements set out in this document, we will monitor the following additional details for each delivery/collection: -

- Conformity to the booking in procedure
- Arrival time vs agreed booking slot.
- Conformity of collection paperwork
- Vehicle conformity and safety
- Driver behaviour

Collections will be monitored for each of the above criteria, your overall performance will be reported back to customers each week, the distribution and commercial management teams will follow up on any recurring issues.

## Directions and arrival: -



From A14: - Exit A14 at J13, join A45 heading West towards Wellingborough, after 11 miles exit at the A409 (Tesco roundabout). Take the 2<sup>nd</sup> exit at the roundabout. Go under the A45, at the next roundabout take first exit – A509. Follow A509 to Rutherford drive in Park Farm Ind. Est, follow Rutherford Drive to Davy Close, GXO building ahead of you.

From M1: - Exit M1 at J15, join A508 towards Wellingborough, after 2 miles, the road changes to the A45, at the roundabout, take first exit – A509. Follow A509 to Rutherford drive in Park Farm Ind. Est, follow Rutherford Drive to Davy Close, GXO building ahead of you.