## Deliveries & Collections at 22 Bishopsgate

All deliveries and collections at 22 Bishopsgate are subject to compliance with the City of London's planning conditions. These are environmentally-focussed regulations that control the number of vehicle movements and their timings in and out of 22 Bishopsgate in order to minimise congestion and pollution in the City of London, while also improving conditions for cyclists and pedestrians. Accordingly:

Deliveries or collections on two wheels or by hand (i.e. on foot, cargo bikes, motorbikes or bicycles), including all Royal Mail, may be made directly at our office.

[Name of Recipient]
Covington & Burling LLP
22 Bishopsgate
London
EC2N 4BQ

**All four-wheel deliveries and collections**, plus all deliveries by international couriers, must be addressed to our off-site consolidation centre shown below and ideally pre-advised to <a href="OfficeServicesLO@cov.com">OfficeServicesLO@cov.com</a>. From the consolidation centre, items will be aggregated for batched delivery to our office.

[Name of Recipient]
Covington & Burling LLP
Gate 1
Units 1-3, Manor Point
Manor Way
Borehamwood
WD6 1EU

For queries regarding deliveries and collections please email OfficeServicesLO@cov.com or dial +44 (0)207 067 2005.

## COVINGTON