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**Reception Hours (Monday - Friday):**  
8:30 a.m. to 6:00 p.m.

**Deliveries (Monday - Friday):**  
8:00 a.m. to 6:30 p.m.

### **Driving Directions/Parking:**

Driving/parking is not recommended due to traffic congestion in the City. Please use public transportation (directions provided below).

### **Public Transportation Directions:**

#### *From Heathrow Airport (by train and London Underground/Tube):*

Take the Heathrow Express to Paddington, then the eastbound Circle Line to Moorgate (see below). Ather option from Paddington is the southbound Bakerloo Line to Oxford Circus, then the eastbound Central Line to St. Paul's (see below). Total journey time should not exceed 1 hour 30 minutes.

#### *From Gatwick Airport (by train and London Underground/Tube):*

Take the Gatwick Express to Victoria, then the eastbound Circle Line to Moorgate (see below). If you are heading directly to the office, you also can use the Thameslink service to Blackfriars—fast trains take about 30 minutes. From Blackfriars, take a taxi to the office or go eastbound on the Circle Line to Moorgate (see below). Total journey time should not exceed 1 hour 30 minutes.

#### *By Taxi:*

We do NOT recommend Taxis for the airport run— they will do these journeys but they will take much longer, especially in rush hours, and will be much more expensive. If you want to avoid the Underground, take the train to Paddington, Victoria or Blackfriars and then take a taxi.

#### *Walking:*

##### *From St. Paul's Underground Station (Central Line):*

From St. Paul's underground (tube) station, take Exit 2. Cross at the pedestrian crossing and head toward the Museum of London along St. Martin Le Grand (that's the name of the road). Turn right into Gresham Street. Wood Street is third street on the left. Turn left. No. 88 is last building on the left hand side.

##### *From Moorgate Station (Circle, Metropolitan, Hammersmith & City Lines):*

From Moorgate underground (tube) station, follow exit signs to the Museum of London, which is along London Wall. Wood Street is on the left just before the museum. Turn left. No. 88 is first building on the right. (Note: Moorgate station is a mainline station as well as a tube station.)