



Boden Package Insert Program – Delivery Instructions

Address:

ADA/The Mercury Companies
Attn: Matt
85 Orville Drive
Boheimia, NY 11716

Delivery & Packing Instructions:

- All deliveries should be **shrink wrapped on 40x48 pallets.**
- Pallets must be labeled with inserts
- Please attached sample of the insert on the outside of the pallet
- Deliveries should be made between **7.30am-4.00pm.** (No appointment needed).

Labeling:

Packing of inserts should be clearly labeled to reflect their contents and include the following information:

- Advertiser Name
- Mailer Name – Month (ex. Boden - January)
- Start Date
- Total Shipped Quantity
- Total Quantity per Box (ex. 1,500 pieces)
- Total Number of Boxes (ex. Box 2 of 50)