

## Inserts Delivery Instructions

- Each unique insert requires a unique part-number (to be provided by Shutterfly)
- Packing list should include assigned part number, description and quantity
- Labeled on the OUTSIDE of the box (in addition to the packing slip): Part Number, Quantity and (if applicable) PO
- Receive insert 2 weeks prior to needing to be on the floor
- Only one item number per pallet
- Must schedule delivery time with our warehouse (48-hour notice of delivery). See “Shutterfly Delivery Appointments”

## Shutterfly Delivery Appointments

**All deliveries to Shutterfly need to have a dock appointment prior to delivery. All appointments are scheduled by the local warehouse team. To make an appointment please email the corresponding warehouse at least 24 hours prior to the delivery date. The warehouse will provide the time for delivery based on current availability.**

Please contact each Shutterfly facility in advance of making a delivery:

- DFW-warehouse@shutterfly.com
- TPE-Warehouse@shutterfly.com
- FTM-Warehouse@shutterfly.com

## Facility Addresses

Below are the Shutterfly warehouse addresses:

**DFW Warehouse**

4012 14th Street  
Plano, TX 75074

**TPE Warehouse**

7195 S. Shutterfly Way  
Tempe, AZ 85283

**FTM Warehouse**

1000 Shutterfly Blvd  
Fort Mill, SC 29708

## Insert Specifications

All insert creative and dimensions must be **pre-approved** by Shutterfly **prior** to booking any program.

Dimensions:

Minimum: 3"x4"

Maximum: 5"x5"

Thickness: 0.010" to 0.125"