

# Boston Proper

## Insert Program Shipping Instructions

### **Address:**

Boston Proper  
1605 Elmwood Dr  
Mexico, MO 65265  
ATTN: PARKER SMITH

### **Distribution Center Contact Info:**

Parker Smith  
Distribution Center Manager  
Boston Proper  
Cell: 573-721-1635  
Office: 314-715-3823  
Email: [parker.smith@bostonproper.com](mailto:parker.smith@bostonproper.com)

### **Delivery & Packing Instructions:**

- All deliveries should be shrink wrapped on 48"x40" pallets
- Each pallet should be labeled as "PACKING INSERTS"
- Please attach a sample of the insert on the outside of each pallet
- Delivery Timeframes:
  - Monday-Friday - 8:00am-4:00pm CST (No Deliveries Between 12:00pm-12:30pm)
- All inserts must arrive one week prior to the agreed start date!

### **Packing of inserts, should be labeled to reflect the contents and include the following information:**

- Advertiser Name
- Mailers Name
- Start Date (The day Boston Proper is to begin inserting into their packages)
- Total Shipped Quantity
- Total Quantity Per Carton (ex. 2,000 pieces)
  - **All inserts MUST arrive in cartons...NO GAYLORDS PERMITTED!**
- Total Number of Boxes (ex. Box 1 of 50, Box 2 of 50...)

### **Packing Slip Info:**

- Advertisers Name
- Mailers Name
- Expected Delivery Date
- Start Date (The date that Boston Proper is expected to begin inserting the inserts into their packages)
- Total Shipped Quantity
- Total Box Count
- Total Quantity Per Box (ex. 2,000 inserts per box)