

Lifetouch Preschool Package Insert Delivery Instructions

Shipping location:

Lifetouch Winnipeg
1395 Inkster Blvd
Winnipeg, MB R2X 1P6

Contact Name: Romen Umbao

Contact Email: romen.umbao@shutterfly.com

Contact Phone: 204-633-1395

Delivery should arrive 2 weeks prior to insertion start date

Delivery Format Requirements:

Product / materials must arrive in cartons

If materials arrive on pallets, an ID label should be affixed to all 4 sides of each pallet, containing the following information:

- Advertiser Name
- Part number (Lifetouch will provide and should be printed on all pieces)
- Number of pieces per carton
- Total number of cartons on pallet
- Total number of pieces on pallet

A master packing slip **MUST** accompany each delivery, which shall display the supplier PO number, the total number of pallets, the total number of cartons, and the total number of Product.

Carton Labeling:

Cartons must be labeled:

“LIFETOUCH Preschool Partner Insert”

“ADVERTISER NAME”

“QTY PER CARTON”

“DATES/MONTHS OF INSERTION”

“LIFETOUCH ASSIGNED PART NUMBER”

A sample of the carton contents must be affixed to each carton.