****

**Carter’s Insert Program: Shipping Instructions**

--------------------------------------------------------------------------------------------------------------------------------

**All inserts must arrive at least one month prior to the agreed month or start date.
*(Ex: Agreed start date January 1, 2024, inserts must be delivered by December 1, 2023)***

**­Shipping Address:**

Ship 100% To:

NMG Mailers

901 Tryens Road

Unit 2

Aston, PA 19041

Attn: Steve Kaczorowski

**Receiving Guidelines:**

* Receiving Hours: Monday-Friday, 7.00am-3.00pm EST (Excludes holidays and unexpected closures)
* All material is to be shipped in cases with case labels attached to each case containing piece code and quantity per case. For material un-coded, a sample of the material should be attached to each case facing out.
* NMG is not responsible for verifying case or skid counts.
* A packing slip is required with each delivery stating the material code number, number of cases and quantity per case.
* All rolled material is to be strapped and shrink wrapped to a heavy duty 40” x 48” skid in the upright position. (no poker chipped rolls). Each roll labeled with code number, number of form and names per roll.
* All material being in its own case (no mixed material in cases)
* All material is being stacked on a 40”x 48” skid stacked no higher than 48”.
* Van deliveries – no more than 1 skid on a van, per delivery. No straps can be attached to NMG’s equipment to pull out additional skids.
* Truck and trailer deliveries are to be loaded straight on (not sideways) and are not permitted to be double stacked on top of load bars or on top of material.