

RRD Bolingbrook Shipping and Receiving Information:

All shipments to be sent to:

RR Donnelley, Bolingbrook
555 St James Gate
Bolingbrook, IL 60440

Receiving Hours:

M-F: 7am-10pm

Sat: 7am-2pm

NO receiving on Sunday

Appointments are not required, we work off of a “first come, first serve” basis for all receiving.

Contact: John Dillon

Email Notifications: Warehouserceiving@jetsonmailers.com

PLEASE EMAIL BOL/TRACKING & PACKING SLIPS PRIOR TO DELIVERY:

- warehouserceiving@jetsonmailers.com
- Carla.Foster@jetsonmailers.com
- Scott.leisten@jetsonmailers.com

All inserts must arrive at least 3 weeks prior to the agreed upon start date.

Holidays

Monday, May 26, 2025	Memorial Day
Friday, July 4, 2025	Independence Day (Observed)
Monday, September 1, 2025	Labor Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Day after Thanksgiving
Thursday, December 25, 2025	Christmas Day
Friday, December 26, 2025	Christmas Day (Observed)
Wednesday, December 31, 2025	New Year's Eve

Packaging Guidelines:

- All inserts must arrive in cartons. Gaylord containers are NOT permitted
- Pallets MUST be labeled with INSERTS
- Pallets MUST be wrapped, no loose pallets
- Please attach a sample of the insert to the outside of each box
- All materials MUST be shipped PREPAID
- If pieces are arriving for more than one brand (i.e. HelloFresh and Green Chef), please denote which pieces are for which brand as well as volumes
- LIKE KIND ITEMS ONLY on the same pallet (unless variable items may be received as ‘one’ inventory perk and pulled randomly)

Carton Labeling:

- Packages of inserts should be clearly labeled to reflect their contents and include the following information: ○
Mailer Name

- Month of Insertion
- The Total Quantity Shipped
- The Total Quantity per Box (ex: 1,500 pieces)
- The Total Number of Boxes (ex: Box 2 of 20)