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**Saks OFF 5TH Package Insert Program: Shipping Instructions**

(Last Updated: 7/18/2024)

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**\*All inserts must arrive at least one week prior to the agreed month or start date.\***

**­Shipping Address:**

Ship 100% To:

Saks OFF 5TH

25 Keystone Blvd.

Pottsville PA 17901

Attn: Lynne Wilson

570-516-8055

**Receiving Guidelines:**

* Drivers must make appointment prior to delivery. Contact Scott Horsfield at scott.horsfield@saksoff5th.com for appointment.
* 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.
* A packing slip is required with each delivery stating the material code number, number of cases and quantity per case.
* 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”.