



### **Perks BB 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: [Warehousereceiving@jetsonmailers.com](mailto:Warehousereceiving@jetsonmailers.com)

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

- [warehousereceiving@jetsonmailers.com](mailto:warehousereceiving@jetsonmailers.com)
- [Carla.Foster@jetsonmailers.com](mailto:Carla.Foster@jetsonmailers.com)
- [Scott.leisten@jetsonmailers.com](mailto:Scott.leisten@jetsonmailers.com)

**All inserts must arrive at least 3 weeks prior to the agreed upon start date.** (ex: Agreed upon start date is December 7<sup>th</sup>, Week 50, pieces are due by Monday November 16<sup>th</sup>).

**Holiday Schedules:**

Monday, May 27, 2024	Memorial Day
Thursday, July 4, 2024	Independence Day (Observed)
Monday, September 2, 2024	Labor Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day after Thanksgiving
Wednesday, December 25, 2024	Christmas Day
Thursday, December 26, 2024	Christmas Day (Observed)
Tuesday, December 31, 2024	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)