



Saks OFF 5TH CANADA In-Store Bag Drop Program: Shipping Instructions

All inserts must arrive ONE MONTH prior to the agreed month or start date.

Shipping Address:

Ship 100% To:
Saks OFF 5TH
145 Carrier Drive
Etobicoke ON, M9W 5N5
Attn: Anneta Latchman

Receiving Guidelines:

- Drivers must make appointment prior to delivery. Contact Anneta Latchman or Holly Tidd for delivery appointment at anneta.latchman@hbc.com or holly.tidd@hbc.com.
- Receiving Hours: Monday-Friday, 7.00am-3.00pm CT (Excludes holidays and unexpected closures)
- **All inserts must be shrink wrapped in quantities of 500 or 1,000, or boxed in quantities of 500 or 1,000.**
- 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".