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**Package Insert Program  
Collated Envelope  
Shipping Instructions**

**All inserts must arrive by the Material Due Date Provided.**

**Call to Schedule Delivery Appointment**

LEGACY Mail Management  
1615 E Washington St  
Mt Pleasant, IA 52641  
**Contact:** Seth McShane  
**Phone:** 319-931-1224

**Hours of Operation:** 8:00 AM-4:00 PM

**BOL:** Email prior to delivery to [bols@generate.biz](mailto:bols@generate.biz)

**DELIVERY AND PACKING INSTRUCTIONS:**

- Inserts must arrive by the **Material Due Date Provided**
- Packing slips are **REQUIRED** for all shipments
- 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.

**CARTON LABELING:**

- Packages of inserts should be clearly labeled to reflect their contents and include the following information:
- Program Name: **FANATICS PIP**
- Mailer Name
- Month of Insertion
- Key Code
- The Total Quantity Shipped
- The Total Quantity per Box --- for example, 1,500 pieces
- The total number of boxes --- for example, Box 2 of 20