

Insert Program Shipping Instructions

Address:

Ascena Distribution Center (Lane Bryant)
ATTN: Thomas Murphy
200 Heritage Drive
Pataskala, OH 43062

Delivery & Packing Instructions:

- All deliveries should be shrink wrapped on 48"x40" pallets
- Each pallet should be labeled as "PACKING INSERTS"
- Please attach a sample of the insert on the outside of each pallet
- Delivery Timeframes:
 - Monday-Friday - 9:00am-4:00pm EST
- All inserts must arrive one week prior to the agreed start date!

Packing of inserts, should be labeled to reflect the contents and include the following information:

- Advertiser Name
- Mailers Name
- Start Date (The day Lane Bryant is to begin inserting into their packages)
- Total Shipped Quantity
- Total Quantity Per Carton (ex. 2,000 pieces)
 - **All inserts MUST arrive in cartons...NO GAYLORDS PERMITTED!**
- Number of Boxes vs. Total Number of Boxes (ex. Box 1 of 50, Box 2 of 50...)

Packing Slip Info:

- Advertisers Name
- Mailers Name
- Expected Delivery Date
- Start Date (The date that Lane Bryant is expected to begin inserting the inserts into their packages)
- Total Shipped Quantity
- Total Box Count
- Total Quantity Per Box (ex. 2,000 inserts per box)