



Freshly Insert Program: Shipping Instructions

All inserts must arrive at least one month prior to the agreed month or start date.
(Ex: Agreed start date January 1, 2021, inserts must be delivered by December 1, 2020)

Shipping Address:

Ship 100% To:
Intellus, Attn: Gail Lawlor
150 Corporate Drive
Montgomeryville, PA 18936

PLEASE MAKE AN APPOINTMENT WITH THE WAREHOUSE, P: (267)-470-3139, E:
150warehouse@intellusmktg.com

Receiving & Shipping:

- Receiving Hours: Monday-Friday, 8.00am-4.00pm EST (Excludes holidays and unexpected closures)
- **Appointments are required** for all deliveries or pick-ups. These must be scheduled 48hrs prior delivery being completed.
- Please call 267-470-3139 and/or email 150warehouse@intellusmktg.com to schedule appointments
- Deliveries without an appointment:
 - may be unloaded but could result in delays subject to availability.
 - May be rescheduled at the next convenience. This is done directly with the driver.

Delivery Documentation:

- **ALL** deliveries must include a bill of lading (BOL) and/or a packing list. – Failure to include either will delay the receiving process and may incur additional penalty fees.
- BOL must include:
 - Customer Name
 - Description of materials
 - Quantity of cartons & pallets
 - Pick-up/delivery date
- Packing List must include:
 - Customer Name
 - Description of materials
 - Size & weight of piece
 - Item code/URL
 - Total quantity shipped
 - Quantity per carton

Packing Requirements:

- Pallets **MUST** 40"x48" with maximum height 48", unless prior arrangements have been. Gaylord pallets will **NOT** be accepted and will incur penalty fees and further delays in the receiving process.
- Include a placard on each pallet. These **MUST** contain:
 - Customer Name
 - Description of materials
 - Total quantity
 - Number of cartons
 - Quantity per carton
 - Number of pallets
- All cartons for the same SKU should have the same quantities inside and a sample of the item attached outside of each pallet.
 - Partial cartons are ok. They just need to be highlighted on the packing list and carton label.

Extra Requirements (If Applicable):

- All floor/bed loaded containers must be scheduled **NO LESS** than 72hours prior to delivery being completed. These are also subject to higher receiving fees which will be applied on a case-by-case basis.
- All deliveries originating from outside the country must utilize either plastic or IPPC treated pallets. IPPC certification is mandatory.
- Intellus reserves the right to refuse any shipments of damaged or unmarked materials. This may include un-scheduled deliveries on occasion.
- If the above requirements are not satisfied, repeated noncompliance may result in penalty fees.