

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: Warehouserceiving@jetsonmailers.com

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

- warehouserceiving@jetsonmailers.com
- Carla.Foster@jetsonmailers.com
- 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 7th, Week 50, pieces are due by Monday November 16th).

Holiday Schedules:

Monday, May 25, 2026	Memorial Day
Friday, July 3, 2026	Independence Day (Observed)
Monday, September 7, 2026	Labor Day
Thursday, November 26, 2026	Thanksgiving Day
Friday, November 27, 2026	Day after Thanksgiving
Thursday, December 24, 2026	Christmas Day
Friday, December 25, 2026	Christmas Day (Observed)
Thursday, December 31, 2025	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)