

**ThriftBooks Insert Program: Shipping Instructions**

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**Shipping Address:**

Ship 100% To:

ATTN: Lydia Juanita Brown

90 Commerce Drive

Aston, PA 19014

**SPECS:**

* No Inserts larger than 4.5 x 6.5
* Gift card affixed creative requires prior approval

**Receiving Guidelines:**

* Receiving Hours: Monday-Friday, 7.00am-3.00pm EST (Excludes holidays and unexpected closures)
* A packing slip is required with each delivery stating the material code number, number of cases and quantity per case.
* Please Send BOL to your Account Executive… if unsure who to send to, please send to Megan Stratton meganstratton@exactconnections.com
* All material being in its own case (no mixed material in cases)

**DEADLINES:**

* Inserts need to be shipped to the address above no later than the 5th of the month.