



Marketshare Group, Inc.

Customer Supplied Printed Inserts

Samples/Pricing:

Please submit 10 samples of each insert to your account manager at least 10 days prior to closing date. For folded inserts, please submit 25 samples four weeks prior to mailing to ensure press run-ability, pricing and approval.

Contact your account manager at: 1-877-880-8068 to discuss insert pricing, due dates and mailing information for samples.

Insert Specifications:

- Trimmed or folded size may not exceed 5" x 7".
- Inserts are required to have a paper weight of at least 50 lbs and must be uniform in size and thickness.
- An overrun of 3% is required to account for printer's variance and packaging spoilage.

Packaging Instructions:

- All cartons must be skidded unless the complete shipment is four cartons or less.
- A sample must be attached to the outside of each carton.
- Cartons should weigh no more than 50 pounds each.
- All cartons should be uniform in size and all materials within should face the same direction.
- Cartons should be packed solidly to prevent shifting, curling or collating of inserts.
- Paper banding is preferred and must be a paper substrate.
- Do not mix codes within cartons. Codes can be mixed within skids as long as each carton is clearly marked for its contents.
- Skids should be no larger than 48" W x 40" L x 48" H and should not weigh in excess of 2,000 pounds.

Shipping/Delivery:

Approved inserts must arrive at Schmidt no less than 12 days and no more than 30 days before the scheduled mail date.

Schmidt can receive shipments 24 hours a day Monday - Thursday and until 9 pm on Fridays.

Shipping Instructions:

1 *Each carton should be labeled and addressed to:*

**Schmidt Card Pack Division
C/O Marketshare Publications, Inc.
Attn: Sue Kee
1101 Frontage Road NW
Byron, MN 55920**

2 *Bill of Lading and cartons should contain the following:*

- Marketshare Group, Inc.
- Card pack name and issue (Example: CBM 3/10)
- Insert name and quantity
- Unique code or identifier
- Number of inserts in each carton
- Total quantity of shipment (number of cartons and skids)

***An Advanced Ship Notice and Packing List must be sent to the press on the day of shipping via fax or email.
Fax: (507) 775-6655 • Email: shippingnotice@schmidt.com***

**If you have any questions regarding customer supplied printed inserts,
please contact your account manager today at: 1-877-880-8068.**