



SPECIFICATIONS FOR PRINTED MATERIAL DELIVERIES

- We prefer that material for only one title is stacked on a skid or pallet. However, if a skid/pallet contains material for multiple titles, material for each individual title must be clearly wrapped to separate one from the next, and the weight of an individual package may not exceed 40 pounds.
- Affix two or more samples of the printed piece to the exterior of the skid or pallet (outside of the bands). If multiple packages are stacked on a skid/pallet, affix the samples to the outside of each individual package.
- Product must be well-jogged and piled straight on skids or pallets, and securely banded and packed. The skids/pallets must be in good condition stacked no higher than 41 inches from the floor, and conform to the following specifications:
 - ~ Open end is 28 inches to 42 inches wide
 - ~ Maximum length is 48 inches
 - ~ Clearance of at least 3.25 inches from the floor
 - ~ No double center boards
- Include a packing list with each shipment stating the following information:
 - ~ Publisher name
 - ~ Author and title of book
 - ~ Maple Press Purchase Order number, if applicable
 - ~ Volume number, if applicable
 - ~ ISBN, if available
 - ~ Sheet count
- Contact The Maple Press Receiving Department with any questions; the phone number is 717.764.5911, extension 305. (The mailing address and fax number are listed above.) A Bill of Lading must be presented by the delivering carrier upon arrival if sent by truck. Receiving hours are 8:30 a.m. to 3:30 p.m. EST, Monday through Thursday, and 8:30 a.m. to 1:30 p.m. EST on Friday.
- Ship on single-tiered skids. Deliver all shipments to this address: The Maple Press Company, 480 Willow Springs Lane, York, Pennsylvania 17406.
- Please note that non-compliance with these specifications may result in additional handling charges.