



## Material Receiving Requirements for Preprints, Inserts, FSIs and Publications

**Purpose.** On Target Marketing provides door-to-door delivery of material to residences throughout central Ohio. All material is processed by hand, then delivered to independent carriers who assemble “packets” by hand and deliver these “packets” to consumer residences. Packets are not assembled by machine. These policies explain material receiving requirements for advertisers and printers.

**Objective.** To accept material from advertisers and printers in proper condition and for fast “hand processing” so that consumers receive the material on time, and in good condition.

**Material Cross-tie and Folding.** All material must be uniformly and securely cross-tied (tied in opposing directions) in uniform quantities, preferably 300’s, 200’s or 100’s. Single ties, single straps, single bands and slip-sheets are not acceptable.

- The standard is that individually cross-tied bundles must not “slip” when picked up by hand. Material that is not cross-tied, or material that is not tightly strapped (the use of rubber bands or paper straps, for example) tends to slip when picked up by hand and causes material to become damaged or bundles to fall apart while being processed. Material receiving deadlines do not allow time for warehouse staff to re-bundle or cross-tie material after receipt.
- Finished size of products must be 10.5” X 11” or less.
- Tabloid products exceeding 10.5” by 11” must be folded once (half-fold).
- Broadsheet products must be folded twice (quarter-folded).

### Material Receiving Times

Your account representative will provide information on the correct receiving locations and quantities for your material.

#### Receiving Times for Sunday Packet Delivery.

Material must be received in the correct warehouse location beginning no earlier than on the Monday prior to delivery at 8:00am and no later than on the Wednesday prior to delivery at 5:00pm. Material cannot be accepted on other days.

#### Receiving Times for Thursday Packet Delivery.

Material must be received in the local warehouse no earlier than on the Friday prior to delivery between noon and 5:00pm or on the Monday prior to delivery from 8:00am to 5:00pm. Material can not be accepted on other days.

Material that is not received in the local warehouses according to the specifications listed above is not guaranteed for delivery to the market place on the published date.

Material Receiving for SUNDAY Delivery						
Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
8am - 5pm	8am - 5pm	3pm - 5pm		Noon - 5pm		
←————→				←————→		←————→
Receiving Window				Receiving Window		Delivery Day

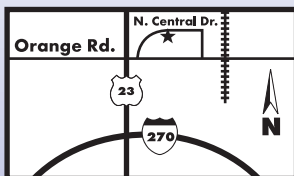
Material Receiving for THURSDAY Delivery						
Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
8am - 5pm						
←————→			←————→			
Receiving Window			Delivery Day			

## WAREHOUSE LOCATIONS/CONTACTS/MANAGERS

If you have questions about receiving times, contact your account representative or the appropriate warehouse contact.

### COLUMBUS

7801 North Central Drive  
Lewis Center, Ohio 43035

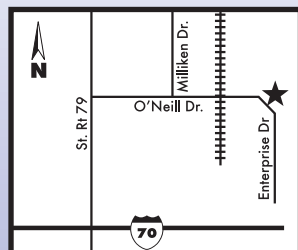


**CONTACT:**  
Mike Rooney  
740-549-4300

**MANAGER:**  
Robin Dygart  
740-548-0821

### HEBRON

1120 O’Neill Drive  
Hebron OH 43025



In Newark Industrial Park  
North of Hebron Ohio

**CONTACT:**  
(740) 928-0459

