

Supplying Materials to Melbourne Mail Management

Introduction

Melbourne Mail Management wants to make it simple for our Clients to supply printed materials to us! When supplying printed materials, simply follow this easy to read flyer and you can't go wrong. If you have any questions, please don't hesitate to contact your Campaign Manager on any of these details.


General Specifications

- A surplus of at least 2% extra must be supplied to account for spoilage & production.
- Provide an estimated date of delivery for each material

Warehouse Delivery Guidelines

- Address:
 - Melbourne Mail Management
 - Factory1/68 Lexton Rd
 - Box Hill North VIC 3129
- Deliveries can be made between 8am - 5pm Monday to Friday (except public holidays)
- Melbourne Mail Management has facilities to accept skids & pallets as well as boxes.
- All boxes and pallets are to be labeled with:
 - Quantity
 - Company Name
 - Att to your Sales or Campaign Manager.
 - Job Number

To make it easy for you we have created a editable PDF that allows you to select your Campaign/Sales Manager, and type your company name and the quantity you are sending to us! Ask your Campaign Co-ordinator to email you a copy today! (see below.)

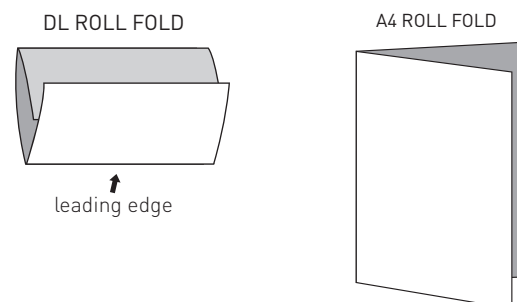
Deliver to:	
Factory 1, 68 Lexton Road	
Box Hill North VIC 3129	
Ph: 03 9843 0800	
Att <input type="text"/>	
Sender Info:	
Company <input type="text"/>	
Quantity <input type="text"/>	
Job Number: <input type="text"/>	

Pre Folded Materials Guidelines

- If materials are delivered pre-folded they must do so according to our MMM Preferred Folds (see opposite)
- If MMM are folding the materials, the stock weight must fall between 60 gsm - 230gsm
- Minimum folded size: 70 x 90mm
- Maximum unfolded size: 594 x 420mm

Preferred Folds

- Roll Fold**



- Crash Fold**

