

Insert Instructions

1. All inserts must be submitted to Production Manager, Yale Robbins Inc. for approval before shipping to the printer for insertion.
2. All boxes must be labeled for the publication and month of insertion. i.e., The Cooperator, November 2012 issue.
3. Inserts must be boxed separately by month and publication. If a client is supplying an insertion for 2 publications, they must be boxed separately and properly labeled. Multiple inserts that are not boxed separately will risk being inserted into the wrong publication.
4. Once insertions are shipped to the printer, tracking information must be supplied to Production Manager, Yale Robbins as soon as it is available.
5. Inserts should be shipped to:

Bartash Printing
5400 Grays Avenue
Philadelphia, PA 19143
Attn: Rich Moler