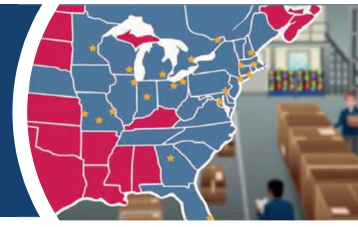


Shipping Information



Enclosed please find CTM shipping instructions for our 30 distribution centers in North America.

-
- Brochures must be packed in consistent size boxes.
 - Each box cannot exceed 40 lbs.
 - Quantity per box and title of brochure to be clearly labeled on the outside of each box.
 - Brochures are normally received at the CTM Inventory Center 10 business days prior to contract start date unless otherwise specified.
 - Brochures remain the property of Client and are not insured by CTM for loss or damage.
 - CTM will not be held responsible for any damage or loss of brochures, nor any claims arising from Client's brochures, their contents, or any claims made therein. CTM is not obligated to return any Client brochures remaining in CTM's inventory at the end of the contract term.
 - CTM is not responsible for freight or related charges. All related shipping charges, including brokerage and duty charges if shipping across the border, and unloading (where applicable as noted), are the responsibility of the client. All freight must arrive prepaid.

PLEASE NOTE:

- Deliveries are normally received 8:00 am - 3:30 pm, but all shippers must call CTM inventory center at least 24 hours prior to delivery to ensure acceptance.

Distribution Center Restrictions

- 1 = No loading bay facilities
- 2 = Shipper must unload
- 3 = Straight body lift-gate delivery trucks only
- 4 = Cannot receive by mail

Northeast Inventory Centers



Boston Inventory Center

CTM Media Group
5 Perkins Way, Unit #7
Newburyport, MA 01950
Attn: Tracey Clinton 978-828-7645
Hours: Mon-Fri 7am-2:00pm
QUANTITY:

Cape Cod Inventory Center

Best Read Guide/CTM Media Group
21-S Atlantic Ave. South Dennis, MA 02660
Hours: Mon-Fri 8:30am-4:30pm
Attn: Jay Brooks 508-557-2304
By Appointment Only
QUANTITY:

New Hampshire Inventory Ctr Restrictions: 1,
No Loading Dock, no forklift
CTM Media Group 205 Plaistow Road
Units 0341 and 0342
Plaistow, NH 03865
Attn: Tracey Clinton 978-828-7645
Hours: Mon-Fri 9-3 BY APPOINTMENT ONLY
QUANTITY:

Stamford Inventory Center

CTM Media Group 1
11 Largo Drive South
Stamford, CT 06907
Attn: Fred Siegel 203-548-9798
BY APPOINTMENT ONLY
Hours: Mon-Fri 9am to 3pm
1 Loading docks/Forklift at Facility
QUANTITY: _____

Vermont Inventory Center

CTM Media Group
57 Jackson Ave - Rear Building,
Rutland VT 05701
Attn: Tracey Clinton 978-828-7645
Hours: Mon- Fri **BY APPOINTMENT ONLY**
QUANTITY: _____

Midwest Inventory Centers



Chicago Inventory Center

CTM Media Group
1706 Armitage Court
Addison, IL 60101
Attn: Brenlyn Torok 630-592-1321
Hours: Mon-Fri 7am-3:30pm
Unmanned Warehouse Driver must
Unload
Key Box Code: 1706
Please call 24 hrs. prior to
delivery.
QUANTITY: _____

Iowa Inventory Center

Restrictions: 1, 2, 3, 4
CTM Media Group/Storage Mart #1516,
1900 Southwest Hackley Avenue; Des Moines, IA 50315 Attn:
Michelle Jackson 515-287-0082
Hours: Tue- closed, Mon-Wed-Thurs-Fri 9:30am-6pm
Sat 9:30-4pm
Gate Code 6674#1234*
Unit Code 1516
Lift Gate and Pallet Jack Needed for Delivery of Pallets
QUANTITY: _____

Kansas City Inventory Center

Restrictions: 2, 4
CTM Media Group | 1024 NE Jib Court Ste A,
Lee's Summit, MO 64064
Hours: Mon-Fri 8am-3pm
Attn: Shannon Guay 734-947-3090
QUANTITY: _____

Lake of the Ozarks, Missouri Inventory

Center Restrictions: 1, 2, 3, 4 Unmanned
Location CTM Media Group
11 Elana Drive Unit C, Kaiser, MO 65047 Hours: Mon-
Fri 8am-5pm
Attn: Shannon Guay 734-947-3090
Lift Gate and Pallet Jack Needed for Delivery of
Pallets
QUANTITY: _____

Minneapolis Inventory Center

Restrictions: 2,4
CTM Media Group
WareSpace
801 Transfer Road, Unit B07 - Dock 4
St. Paul, MN 55114 Please call 24 hrs. prior to delivery.
Attn: Shannon Guay 734-947-3090
Hours: Mon-Fri 9am-4pm Cannot receive by mail.
Shipper must help unload.
Dock Code - 9253#
Unit Code - 9253#
All Deliveries to be Left in Dock Area

QUANTITY: _____

Nebraska Inventory Center

Restrictions: 1,2,3,4
CTM Media Group/ Metro Self Storage #I-107 3939
South 84th Street, Omaha. NE 68124 Attn: Cathy
Vigneri 402-393-1457
Mon-Thu 9am-5pm, Fri 9am-3pm, Sat-Sun - closed
Lift Gate and Pallet Jack Needed for Delivery of Pallets
QUANTITY: _____

Saint Louis Inventory Center

Restrictions: 2, 4
CTM Media Group
10252 Page Industrial Drive; St. Louis, MO 63132
Attn: Monietta Slay 314-754-7567 / Shannon Guay
734-947-3090
Mon-Fri 8am-3:30pm
QUANTITY: _____

MidAtlantic Inventory Centers



Lancaster Inventory Center

All Deliveries - UPS/FedEx/LTL Freight

CTM Media Group | Burle Business Park

1004 New Holland Avenue

Building 16 - Lower Level, Lancaster, PA 17601

Attn: Chris Leitner 856-882-9327

MUST CALL 48 HRS PRIOR TO DELIVERY

*Unmanned location. Shipper must unload.

Check with operations regarding what quantity needs to go to each building when shipping to both PA and NJ InventoryCenter

QUANTITY: _____

Sandusky Inventory Center

Restrictions: 1,2,3,4 Unmanned Location

Lift Gate & Pallet Jack Needed for Delivery of Pallets R Self

Storage; 1515 Milan Road - Unit C7

Sandusky, OH 44870

Gate Code 123580

Door Code 0165

Attn: Shannon Guay 734-947-3090 Hours: 9am-4pm

QUANTITY: _____

Berlin (Ohio Amish Area)

Restrictions: 1,2,3,4 (No

Semis)

Lift Gate and Pallet Jack Needed for Delivery and

Pallets - Unmanned Location Hours Mon-Fri 9-4

BY APPOINTMENT ONLY

CTM Media Group | 5044 County Road 120,

Millersburg, OH 44654

Attn: Shannon Guay 734-947-3090

Key Box on Door Code: 3085 Key inside Box. Place delivery to the right hand side of door in section marked in yellow on the floor.

Be sure to put the key back in the box when leaving. Hours Mon-Fri 9am-4pm

QUANTITY: _____

Philadelphia/New Jersey Inventory

Center CTM Media Group

7300 N. Crescent Blvd - Building 19

Pennsauken, NJ 08110

Attn: Chris Leitner 856-882-9327

Hours: Mon-Fri 8am-3pm

Please call at least 24 hours in advance.

Loading dock is at GROUND LEVEL.

Please note: pallets cannot be loaded sideways

Forklift available.

QUANTITY: _____

Washington D.C. Inventory Center

Restrictions: 1,2

CTM Media Group

3834 West St.; Hyattsville, MD 20785

Attn: Kevin Bolis 585.704.8232

***BY APPOINTMENT ONLY**

MUST CALL AT LEAST 24 HOURS IN ADVANCE

*Unmanned Location - Shipper Must Unload

Loading dock is at GROUND LEVEL.

Forklift is available. Pallets must be pulled to the rear of the trailer with a pallet jack for removal by forklift.

QUANTITY: _____

Cleveland Inventory Center

Restrictions: 2

CTM Media Group

165 Osceola Ave. | Tallmadge, OH 44278

Hours: Mon-Fri 9am-4pm

Shippers must call Inventory Center at least 24 hrs. prior to delivery.

Shannon Guay 734-947-3090

QUANTITY: _____

Pittsburgh Inventory Center

CTM Media C/O Casey

Industrial Park

1st Floor Lab Building

1800 Preble Avenue

Pittsburgh PA 15233

This is an unmanned

warehouse. Door Code: 0165

Attn: Shannon Guay 734-947-3090

There is a loading dock at this warehouse

QUANTITY: _____

Detroit Inventory Center

Public Storage

Restrictions: 1,2,3,4

CTM Media Group - Unmanned Location -

Liftgate Required

30300 Plymouth Road

Unit 2047

Livonia MI 48150

Attn: Shannon Guay 734-947-3090

Hours: Mon-Fri 9am-4pm

Gate Code: *15716691#

Unit Code: 4490

QUANTITY: _____

Southeast Inventory Centers



Atlanta Inventory Center
Restrictions: 2,4
CTM Media Group
4025 Welcome All Road, Suite 110
Atlanta, GA 30349
Attn: Rick Miller 404.395.0688
Secondary Contact: Kevin Bolis 585.704.8232

Mon-Thurs 8am-12pm & 1pm-3:30pm
BY APPOINTMENT ONLY
MUST CALL AT LEAST 24 HOURS IN ADVANCE

****Please note:** We cannot accept
pallets that are turned sideways
inside a trailer. All materials must
be packaged in boxes as well.

For Freight Deliveries:
Gate code = 8050.
Receiving Dock #42
Ring Doorbell Upon Arrival

Closed Holidays & Daily 12-1pm

Florida Inventory Center

CTM Media Group
10420 West SR 84, Unit 6
Davie, FL 33324
ATTN: David Munoz 954-446-8583
Hours: Mon-Fri 8:30AM - 3:30PM
Closed Holidays

Must call 24 hours in advance
Forklift cannot exit facility.
High loading dock for trailers only.
Box trucks / delivery vans must be
unloaded by hand

Canadian Inventory Centers

Toronto Inventory Center CTM
Media Group
IN TRANSITION -
please contact Durrell Martin
416-931-1022
QUANTITY _____

Ottawa Inventory Center
CTM Media Group
IN TRANSITION
Please contact
Zaid Hamzah 613-769-4247
QUANTITY _____

Third Party Inventory Centers



New York State Inventory Center Restrictions: 1, 2, 3, 4,
CTM Media Group c/o Brochures Unlimited 56 Canning St. Hilton, NY 14468
Attn: Harry & Diane Reiter 585-392-5754 Hours: Mon-Fri 9am - 4:00pm
QUANTITY_____

New York State Inventory Center CTM Media Group
c/o Brochures Unlimited (Yankee Doodle) 4616 Townline Rd., Ransomville, NY 14131 No dock, If forklift is
required, call Pete Sweeney at
(716)213-8020 48 hours before to schedule. If able to self-unload, warehouse hours are Mon-Fri 9am-5pm
QUANTITY_____

New York State Inventory Center Restrictions: 2, 3, 4
CTM Media Group
c/o Integrated Controls 2323 Hyde Park Blvd. Niagara Falls, NY 14305
Attn: Harry & Diane Reiter 716-297-2400 Mon-Fri 9am-4pm
QUANTITY_____

Canadian Schedule of Base Broker Fees

Total Value for Duty in Canadian Dollars	Shipments from USA (Other than Air/Ocean)	Shipments from al other Countries (Both Air/Ocean)
\$ 1-100	18.00	25.00
101-250	25.00	32.00
251-500	30.00	37.00
501-1000	44.00	51.00
1001-2000	60.00	67.00
2001-3000	65.00	72.00
3001-4000	70.00	77.00
4001-5000	81.00	88.00
5001-10000	97.00	104.00
10001-15000	118.00	125.00
15001-20000	133.00	140.00
For each additional \$ 5000.00 or portion thereof		16.00
For each additional CCI Line		.50
NAFTA Certificate Maintenance		3.00
Mandatory HSC reporting		4.25
Outport Fees		22.50
Mandatory EDI Fee		3.65
RMD		10.00
Forms & Documents GST		
5% to Value for Duty		

* Approximate duties and taxes for shipments to Canada

* Please contact Zaid Hamzah for any additional information: 613-699-1325