

SHIPPING INFORMATION

CTM Media Group shipping instructions included below for our 30 distribution centers in North America.

Box Specifications:

- Use consistent-sized boxes.
- Each box must not exceed 40 lbs.

Labeling:

- Clearly label each box with the quantity and title of the brochure on the outside.

Delivery Timing:

- Brochures should arrive at the CTM Inventory Center 10 business days before the contract start date, unless otherwise specified.
- Deliveries are typically accepted between 8:00 am and 3:30 pm.
- All shippers must call the CTM Inventory Center at least 24 hours prior to delivery to ensure acceptance.

Ownership and Liability:

- Brochures remain the property of the client.
- CTM is not responsible for any loss or damage to brochures.
- CTM will not return any brochures left in inventory at the end of the contract term.

Freight Charges:

- The client is responsible for all freight charges, including brokerage, duty charges for cross-border shipments, and unloading (if applicable).
- All freight must be prepaid by the client.

Please be sure to follow these guidelines to ensure smooth processing and avoid any issues with brochure shipments.

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 - 2pm
BY APPOINTMENT ONLY
MUST CALL AT LEAST 24 HOURS IN ADVANCE

Cape Cod Inventory Center

Best Read Guide / CTM Media Group
21-S Atlantic Avenue
South Dennis, MA 02660

Attn: Jay Brooks / 508-557-2304
Hours: Mon-Fri, 8:30am - 4:30pm
BY APPOINTMENT ONLY

Stamford Inventory Center

CTM Media Group
11 Largo Drive South
Stamford, CT 06907

Attn: Fred Siegel / 203-548-9798
Hours: Mon-Fri, 9am - 3pm
BY APPOINTMENT ONLY
1 Loading dock / Forklift at facility

Vermont Inventory Center

CTM Media Group
57 Jackson Avenue – Rear Building
Rutland, VT 05701

Attn: Tracey Clinton / 978-828-7645
Hours: Mon-Fri
BY APPOINTMENT ONLY

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Contact: 800.888.2974 | www.ctmmediagroup.com

MIDWEST

INVENTORY CENTERS

Chicago Inventory Center

CTM Media Group
1706 Armitage Court
Addison, IL 60101

Attn: Brenнын Torok / 630-592-1321
Hours: Mon-Fri, 7am - 3:30pm
Call 24 hrs prior to delivery
Unmanned location
Key Box Code: 1706
Restrictions: 2

Iowa Inventory Center

CTM Media Group / Storage Mart #1516
1900 Southwest Hackley Avenue
Des Moines, IA 50315

Attn: Shannon Guay / 734-947-3090
Hours: Mon, Wed, Thur & Fri 9:30am - 6pm
Sat 9:30am - 4pm, Closed Tuesdays
Gate Code: 6674#1234* / Unit Code: 1516
Lift gate and pallet jack required for delivery of pallets
Restrictions: 1, 2, 3, 4

Kansas City Inventory Center

CTM Media Group
1024 NE Jib Court, Suite A
Lee's Summit, MO 64064

Attn: Kim McLaughlin / 816-207-446
Hours: Mon-Fri, 8am - 3pm
Restrictions: 2, 4

Lake of the Ozarks, Missouri Inventory Center

CTM Media Group
11 Elana Drive, Unit C
Kaiser, MO 65047

Attn: Kim McLaughlin / 816-207-446
Hours: Mon-Fri, 8am - 5pm
Unmanned location
Lift gate and pallet jack required for delivery of pallets
Restrictions: 1, 2, 3, 4

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Minneapolis Inventory Center

CTM Media Group / WareSpace
801 Transfer Road, Unit B07 – Dock 4
St. Paul, MN 55114

Attn: Shannon Guay / 734-947-3090
Hours: Mon-Fri, 9am - 4pm
Call 24 hrs prior to delivery
Dock Code: 9253# / Unit Code: 9253#
All deliveries to be left in dock area
Restrictions: 2, 4

Nebraska Inventory Center

CTM Media Group / Metro Self Storage #I-107
3939 South 84th Street
Omaha, NE 68124

Attn: Shannon Guay / 734-947-3090
Hours: Mon-Thu 9am - 5pm, Fri 9am - 3pm,
Lift gate and pallet jack required for delivery of pallets
Restrictions: 1, 2, 3, 4

Saint Louis Inventory Center

CTM Media Group
10252 Page Industrial Drive
St. Louis, MO 63132

Attn: Monietta Slay / 314-754-7567 or
Kim McLaughlin / 816-207-446
Mon-Fri, 8am - 3:30pm
Restrictions: 2, 4

MID-ATLANTIC INVENTORY CENTERS

Berlin (Ohio Amish Area) Inventory Center

CTM Media Group
5044 County Road 120
Millersburg, OH 44654

Attn: Shannon Guay / 734-947-3090
Hours: Mon-Fri, 9am - 4pm
BY APPOINTMENT ONLY
Unmanned location
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. Make sure to return the key to the box before leaving.
Lift gate and pallet jack required for delivery and pallets
Restrictions: 1, 2, 3, 4 (No Semis)

Cleveland Inventory Center

CTM Media Group
165 Osceola Avenue
Tallmadge, OH 44278

ATTN: Shannon Guay / 734-947-3090
Hours: Mon-Fri, 9am - 4pm
Call 24 hrs prior to delivery
Restrictions: 2

Detroit Inventory Center

Public Storage / CTM Media Group
30300 Plymouth Road - Unit 2047
Livonia, MI 48150

Attn: Shannon Guay / 734-947-3090
Hours: Mon-Fri, 9am - 4pm
Unmanned location
Gate Code: *15716691# / Unit Code: 4490
Liftgate Required
Restrictions: 1, 2, 3, 4

Lancaster Inventory Center

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
All Deliveries – UPS/FedEx/LTL Freight
Please verify with Chris Leitner the quantities that need to be allocated to each building when shipping to both the PA and NJ Inventory Centers
Restrictions: 2

Distribution Center Restrictions

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Philadelphia / New Jersey Inventory Center

CTM Media Group
7300 N. Crescent Boulevard - Building 19
Pennsauken, NJ 08110

Attn: Chris Leitner / 856-882-9327
Hours: Mon-Fri, 8am-3pm
MUST CALL AT LEAST 24 HOURS IN ADVANCE
Loading dock is at GROUND LEVEL
Please note: Pallets cannot be loaded sideways. Forklift available.

Pittsburgh Inventory Center

CTM Media Group c/o Casey Industrial Park
1st Floor Lab Building
1800 Preble Avenue
Pittsburgh PA 15233

Attn: Shannon Guay / 734-947-3090
Unmanned location / Door Code: 0165
There is a loading dock at this warehouse

Sandusky Inventory Center

CTM Media Group
Storage: 1515 Milan Road – Unit C7
Sandusky, OH 44870

Attn: Shannon Guay / 734-947-3090
Hours: Mon-Fri, 9am - 4pm
Unmanned location
Gate Code: 123580 / Door Code: 0165
Lift gate and pallet jack required for delivery of Pallets R Self
Restrictions: 1, 2, 3, 4

Washington D.C. Inventory Center

CTM Media Group
3834 West Street
Hyattsville, MD 20785

Attn: Kevin Bolis / 585-704-8232
BY APPOINTMENT ONLY
MUST CALL AT LEAST 24 HOURS IN ADVANCE
Unmanned location
Loading dock is at GROUND LEVEL.
Forklift available. Pallets must be pulled to the rear of the trailer with a pallet jack for removal by forklift
Restrictions: 1, 2

SOUTHEAST INVENTORY CENTERS

Atlanta Inventory Center

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
Closed holidays & daily 12pm - 1pm
BY APPOINTMENT ONLY
MUST CALL AT LEAST 24 HOURS IN ADVANCE

For Freight Deliveries:
Gate Code = 8050 / Receiving Dock #42
Ring Doorbell Upon Arrival

Please Note: We cannot accept pallets that are
turned sideways inside a trailer. All materials
must be packaged in boxes as well.
Restrictions: 2, 4

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

Distribution Center Restrictions

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Contact: 800.888.2974 | www.ctmmediagroup.com

CANADIAN

INVENTORY CENTERS

Toronto Inventory Center

CTM Media Group

IN TRANSITION –

Contact: Durrell Martin / 416-931-1022

Ottawa Inventory Center

CTM Media Group

IN TRANSITION

Contact: Zaid Hamzah / 613-769-4247

Distribution Center Restrictions

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CANADIAN SCHEDULE OF BASE BROKER FEES

Total Value for Duty in Canadian Dollars	Shipments from the USA (Other than Air/Ocean)	Shipments from all 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 Line50
NAFTA Certificate Maintenance	3.00
Mandatory HSC reporting Outport Fees	4.25
Mandatory EDI Fee	22.50
RMD	3.65
Forms & Documents GST	10.00
5% to Value for Duty	

* Approximate duties and taxes for shipments to Canada

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

BU DISTRIBUTION GUIDELINES (12/13/2022)

1) Split the shipment if the quantity designated for each warehouse is large.

- This is necessary when the volume exceeds the capacity for BU transfers with other brochures in the van.

2) Split the shipment if quantities are small enough to use UPS

- The client is billed by the case, and the price remains the same regardless of the destination for each case.

3) Do not split shipment if one quantity is going to be small

- This incurs additional costs for the client. If it is small, then BU can transfer.

4) Do not split shipment if client disapproves

- If order is multiple pallets, call Operations for guidance.
- If quantity is close to a 50/50 split, ship 100% to NFW. No lift gate required.
- If quantity is larger for one warehouse, ship 100% to that warehouse.

Sector #	BU Zone	NFW	HW	YDR	Info
510	A	67%	33%		
5110 / 5120 / 5130 / 5140 / 5150 / 5160 / 5170 / 5180 / 5190 / 5210 / 5220 / 5230 / 5240 / 5241	A / B / C / D / E / F / G / J / K / M / N / O / P / Q / R		100%		
1280	H	33%	67%		September to April Distribution Only
5200	I	100%			
5270	T	100%			
5193	1			100%	Can only be purchased for 6 months May to October or 12 Months May to April
5194	2		100%		
5195	3		100%		
5196	4		100%		

THIRD PARTY INVENTORY CENTERS

HW

CTM Media Group c/o Brochures Unlimited
56 Canning Street, Hilton, NY 14468
Hours: Mon-Fri, 9am - 4pm
Lift gate with pallet jack required

NFW

CTM Media Group c/o
Brochures Unlimited/Integrated Controls
2323 Hyde Park Boulevard, Niagara Falls, NY 14305
Hours: Mon-Fri, 9am - 12 noon, 1pm - 4pm
No deliveries 12 noon - 1pm

YDR

CTM Media Group c/o Yankee Doodle
Brochure Distribution
4616 Townline Road, Ransomville, NY 14131
Self Unloading Hours: Mon-Fri, 9am - 5pm
Forklift available for large loads: Mon - Wed
Call 585-202-5089 w/48 hour notice

Contact: 800.888.2974 | www.ctmmediagroup.com