

## **Important**

**Please deliver all finished materials by the Printed Material Deadline as detailed on your Metrospot In-Store Contract.**

### **Material Ship-to Address**

Distributor's Choice Receiving Hours  
Monday to Friday  
8:30 am – 4:30 pm

Metrospot Marketing  
c/o Distributor's Choice  
7085 Tomken Road  
Mississauga, ON L5S 1R7  
Attention: Billie-Jo Newman

Phone: 905-362-0291  
Fax: 905-362-0295  
Email: [billiejo@dccanada.com](mailto:billiejo@dccanada.com)

### **Box Labeling Instructions**

Each box must be labeled with the following information:

- ✓ Metrospot In-Store Contract #
- ✓ Description of Contents
- ✓ Version Code
- ✓ Quantity per Box
- ✓ Quantity per Bundle
- ✓ Media sample attached to outside of the box

### **Packing Slip Information**

Each packing slip must provide the following information:

- ✓ Number of Pallets
- ✓ Quantity per Pallet
- ✓ Number of Boxes
- ✓ Quantity per Box
- ✓ Media Language – English or French