

PREPARE PROGRAM CREATIVE FOR RETAILER APPROVAL

- All Artwork must be approved by the Retailer prior to printing.
- Email the artwork to your Metrospot representative. The file must be in .jpeg or .pdf format and no larger than 2 MB.
- The deadline for artwork submission is 60 days prior to the desired program start date.
- Printing can begin after the artwork has been approved.

MATERIAL DELIVERY INSTRUCTIONS

Please deliver all finished materials by the Printed Material Deadline as detailed on your Metrospot In-Store Contract. All required information must be on all boxes, otherwise the shipment will not be received at the warehouse. Programs with more than 1 creative will need to be labeled. As well, sheet separators must be used to divide each creative.

Each box must be labeled with:

Metrospot Contract #
 Description of Contents
 Quantity of each creative version, language
 Quantity per Bundle
 Media sample attached to the box for each version
 and language

Each packing slip must provide:

Number of Pallets
 Quantity per Pallet
 Number of Boxes
 Quantity per Box
 Media Type and Language

SHIP TO: DISTRIBUTOR'S CHOICE

7085 Tomken Road
 Mississauga, ON L5S 1R7
 Attention: Metrospot Receiving
 metrospot@dccanada.ca

Receiving Hours
 Monday to Friday
 7:00 am – 4:00 pm
 905-362-0291