

Guidelines for shipping materials to The OBP

Ship to: 1201 Bluff Street, Fulton, MO 65251
800-835-8919
Attention: Your account manger

The following guidelines are to assist our clients when instructing other suppliers and vendors in preparing shipments of inserts, outserts, or other materials to be sent to The Ovid Bell Press.

1. All shipments must have a packing list itemizing quantity, publication/issue, contact information of shipper and any other pertinent information regarding the contents of the shipment.
2. All cartons must be marked with the number and the total. For example: 1 of 3, 2 of 3, etc. A sample of the contents should be attached to each carton.
3. All cartons must be securely and uniformly packed; contents should be facing the same direction and be identical.
4. Any variable material; different editions, different codes, etc., must be clearly marked and in separate cartons.
5. Skids should be wrapped and banded and should not exceed 54" in height, or 2,500#s.
6. Shipments received in poor condition, or with open or unmarked cartons, may be rejected.