



## Supplying Pre Printed Materials to MMM

### Introduction

Melbourne Mail Management wants to make it simple for our Clients to supply printed materials to us! When supplying printed materials, simply follow this easy to read flyer and you cannot go wrong. If you have any questions, please don't hesitate to contact your Campaign Manager on any of these details.

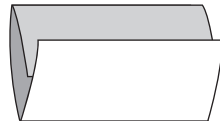
### Specifications

- If materials are delivered pre-folded they must do so according to our MMM Preferred Folds (see opposite)
- If MMM are folding the materials, the stock weight must fall between 60 gsm - 230gsm
- Minimum folded size: 70 x 90mm
- Maximum unfolded size: 594 x 420mm
- A surplus of at least 2% extra must be supplied to account for spoilage & production.
- All boxes are to be labeled with the Quantity, Company Name and attentioned to your Sales or Campaign Manager. Ask your Campaign Manager for an editable PDF.

### MMM Preferred Folds

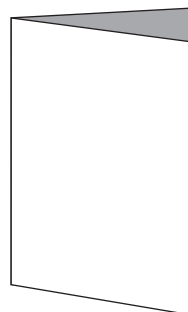
#### Roll Fold

DL ROLL FOLD



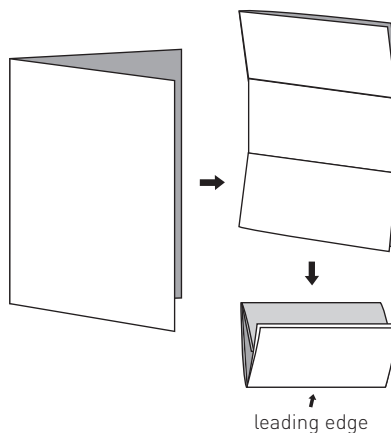
↑  
leading edge

A4 ROLL FOLD




#### Crash Fold

CRASH FOLD



### Delivery Details

- Address: Factory1/68 Lexton Rd, Box Hill North
- Deliveries can be made between 8am & 5pm Monday to Friday (except public holidays)
- Melbourne Mail Management has facilities to accept skids & pallets as well as boxes.
- All boxes are to be labeled with the Quantity, Company Name and attentioned to your Sales or Campaign Manager. To make it easy for you we have created an editable PDF that allows you to select your Campaign/Sales Manager, and type your company name and the quantity you are sending to us! Ask your Campaign Manager to email you a copy today! (see below.)



**Deliver to:**  
 Factory 1, 68 Lexton Road  
 Box Hill North VIC 3129  
 Ph: 03 9843 0800  
 Att

**Sender Info:**  
 Company  
 Quantity