

# Packaging & Labeling Instructions



## For Credit Union Statement Inserts

To our chosen print vendor: The credit union is subject to strict guidelines from our data processing and statement processing vendors regarding marketing materials to be inserted with our monthly member statements. Statement inserts that do not comply with these simple rules cause us to be subject to penalty fees and may delay important financial information from being delivered to our members in a timely manner. Therefore, any statement inserts that will be printed by you must adhere to the guidelines outlined in this document.

Deliver inserts to:

SAGE DIRECT  
3400 RALEIGH DRIVE  
GRAND RAPIDS MI 49512

## Packaging Instructions

- Inserts must be “C” folded not “Z” folded, to a minimum size of 6 ½” x 3” and a maximum size of 8½” x 3 ¾”; if there are multiple inserts in a box, this must all be clearly visible upon opening the box, the box must clearly state there are multiple insert types, and they must be packaged separately
- Buckslips must at least .005 in. thick (minimum 28 lb. paper)
- Inserts must be boxed uniformly: not nested into each other, all folds facing the same way; stacked neatly in at least 4- to 5-inch bundles, with cardboard between each stack
- Each box must weigh less than 35 pounds (25 lbs. is preferred) and be clearly labeled with the credit union name; do not use packing peanuts

## Labeling Instructions

- Tape a copy of the insert to the outside of each box
- Fill out a label like the example here and place one on EACH box

CU NAME: \_\_\_\_\_

FOR STATEMENT PERIOD:

(Example: Statement Period is AUGUST for statements that have August data and are mailed in September.)

\_\_\_\_\_/\_\_\_\_\_  
Month Year

TOTAL QUANTITY SHIPPED  
OF THIS INSERT: \_\_\_\_\_

QUANTITY IN THIS BOX: \_\_\_\_\_

BOX NUMBER: \_\_\_\_\_ OF \_\_\_\_\_

## Delivery

- Inserts must arrive at Sage Direct no later than the day before the last business day of the month