

# VIRGINIA IS FOR LOVERS<sup>®</sup>

## PMAP – Partner Marketing & Advertising Program

### Packing Slip

Please use this form when shipping brochures or magazines to the Virginia Tourism Corporation's PMAP Warehouse. Also, please tell your printer, publisher or shipper that these (4) items are required for delivery:

1. **All freight deliveries must be scheduled.** Deliveries available M-F between 9 a.m. – 4 p.m. All deliveries must be shipped as “inside delivery”.
2. Freight deliveries must be able to be put on the ground. No dock is available.
3. The name and quantity of your brochure must be put on the outside of each box/case.
4. Banding or bundling your brochure in consistent quantities is very helpful and will limit staff time and help keep enrollment fees low.

*Not adhering to these guidelines could result in your shipment being rejected or delayed distribution. Please contact Gary Jeffrey at [gjeffrey@virginia.org](mailto:gjeffrey@virginia.org) for information or questions about shipments.*

Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Brochure Title: \_\_\_\_\_

Quantity Shipped: \_\_\_\_\_ Number of boxes: \_\_\_\_\_

**\*\*Shipments are limited to (2) pallet or less.** The Main Street Station Warehouse has limited space and opportunity for brochure storage.

Shipping Address:  
**Main Street Station**  
**C/O Virginia Tourism Corporation**  
**Room 128 / Northeast**  
**1500 East Main Street**  
**Richmond, Virginia 23219**

**To schedule freight delivery please contact:**

Gary Jeffrey at [gjeffrey@virginia.org](mailto:gjeffrey@virginia.org) OR Joe Wehrle at [jwehrle@virginia.org](mailto:jwehrle@virginia.org)  
276-730-4582 304-553-2515

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