

VIRGINIA IS FOR LOVERS[®]

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.
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 distribution being delayed. Please contact Joe Wehrle at jwehrle@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
1500 East Main Street
Richmond, Virginia 23219**

To schedule freight delivery please contact:

**Joe Wehrle 304-553-2515
jwehrle@virginia.org**