

2ND Pass Delivery Facts

Logistics

Arrival Times

Publications will be delivered by CTC Transportation Department. Publications include:

- **Cars.com** delivered weekly to the DCs by Thursday night with the parts or Friday morning with the mainsheets.
- **TribLocal** publication delivered weekly to the DCs on Wednesday night with their normal delivery. Contractors will need to hold the 2nd pass copies until Friday's delivery
- The publications below will be delivered monthly. Delivery will be made at the beginning of each month on Friday, with the regular weekly pubs.

Competitor

Today Chicago Woman

Ultimate Address

Michigan Ave

Monthly Aspectarian

Evolving Your Spirit

Chicago Jazz.

Apartment.com

- Other Publications include
Chicago Home and Garden (Bi-monthly)
Wedding Guide (Twice a year)
Windy City Guide (Quarterly)
Golf Digest (Monthly – April- September)
Coldwell Banker (periodically)

Operational

Delivery

- Delivery begins on Friday morning and must be completed by Friday night
- Delivery Method – OTC locations, Non-traditional outlets, honor box locations. Some publications will require a signature for proof of delivery.
- Deliveries will be made into locations and placed on racks, counters and returns picked up.

Bundles

- Bundle size will be determined at the time of production

Shortages

- Contact Transportation Department at 312-222-2255 for any shortages. DRs will notify Commercial Sales Department for shortages, locations that refuse deliveries and draw changes.

Route Drivers

- Contractor will have the option to utilize the existing Bensenville DC route driver for their area

Administrative

EDPS Website

- Website will be accessible through contractor's computer and direct link accessible thru contractor inform tab (2ND Pass Delivery) in HDS.
Delivery calendar will also be maintained in contractor inform tab (2ND Pass Delivery) in HDS
- PDF route list will be sent via e-mail weekly (by Tuesday afternoon) to contractors. Contractors District number will determine route list. Contractors will be responsible for sequencing routes, adding and deleting locations and key in returns on their assigned days
- Manual will be available for this user-friendly system in contractor inform tab (2ND Pass Delivery) in HDS

Fees

- Contractor will be paid a rate for each location delivered. Rate TBD
- Contractor will provide a weekly invoice and send via e-mail to invoices@tribune.com and copy GCReed@tribune.com
- DR and RM approval will be needed to process fees

Verification Process

- Each contractor will be assigned an agillis phone for proof of delivery and payment verification
- Driver will confirm each delivery by pressing function key on phone at time of delivery

Test DCs

**Elgin
St. Charles
Sugar Grove
Kenosha
Plainfield
Waukegan**

