

# Roll Paper Supplier Specifications

This document provides supplier specifications for roll paper received by Quad/Graphics, Inc.

## Order Acknowledgments

### For Paper Purchased by Quad/Graphics

- Acknowledgments on all orders should be faxed to 414-566-9418, or emailed to Paper.Acknowledgment@qg.com, no later than one business day after the buyer has placed the order. The following information should be included in detail:
  - Quad PO#
  - Mill Order #
  - CWT price
  - Mill location
  - Grade name
  - Basis weight (B25x38)
  - Web width
  - Diameter(s)
  - Manufacture date
  - Quantity
  - Ship date
  - Mode of transit
  - Planned freight cost
  - Core type and diameter
  - Last date of change
  - Allocation month
  - Delivery window
- Quad/Paper Services will email the purchase order the same business day that the order is placed with the paper supplier.
- Purchase orders will indicate press type.

### For Customer Supplied Paper

The following information will help Quad plan for future warehousing space requirements and placement.

- Customer acknowledgments should be faxed to the individual Quad facilities. Fax numbers and plant contacts are listed at the end of these specifications. At a minimum, Quad prefers notification on:
  - Customer Purchase Order
  - Mill Order #
  - Mill location
  - Grade name
  - Basis weight (B25x38)
  - Web width
  - Diameter(s)
  - Manufacture date
  - Total quantity ordered
  - Ship date
  - Press date
  - Mode of transit
  - **Core type and diameter**
  - Delivery date
- For all offset rolls, it is imperative that the customer supplies press type information to the paper mill, i.e., M3000 (2x6), M3000 (2x8), M1000 (2x4), M110, MAN-Roland (4x6) etc. This will be used to determine the minimum and maximum outside diameters.
- **NO ROLL ON SKIDS.**

## Roll Weights

- Roll labels and manifests should list both gross, tare and net weights in pounds.
- Tare weight includes core and core plugs.
- Gross weight includes wrapper, header, core and core plugs.

## Roll Width

The exact roll width size is required + / - 1/32".

**Roll Diameters**

Press	Diameter				Max Weight
	Core	Min	Ideal	Max	
Offset					
Up to 26.5" (Custom)	3"	40"	50"	50"	96# / Linear Inch*
Over 26.5" and up to 38" (2x4)	3"	40"	50"	50"	96# / Linear Inch*
Over 38" and up to 57" (2x6)	3"	45"	50"	50"	5,300#
Over 57" and up to 72" (2x8)	3"	45"	50"	50"	8,200#
Gravure					
Lomira - up to 96"	3" or 6"***	45"	50"	50"	7,000#
West Virginia/Oklahoma City					
Up to 97"	3" or 6"***	45"	50"	50"	8,800#
Over 97" and up to 108"	6"	45"	50"	50"	10,100#

\* For example: 30" roll cannot exceed 2,880#; 38" roll cannot exceed 3,420#.

\*\* For core diameters, 6" is preferred for gravure.

**Core Specifications**

- All cores are plain high strength fiber.
- Core type should be noted on EDI or packing slip.
- Core plugs are required on all rolls with a core wall thickness of less than 0.660 inches.
- If core wall thickness is greater than 0.660 inches, core plugs will not be required.
- No metal end caps or notches.
- Core width not to exceed paper width, and not less than 1/16 inches less than paper width.
- Diameter and thickness should be indicated on manifests and EDI.
- 6 inch ID cores required on all rolls greater than 97 inches.

**Over/Under Delivery Specifications**

As of 2/1/2002, for Quad purchased paper, all over shipments on orders greater than 44,000 lbs.\* will result in a rejection of the over shipped roll(s).

For orders between:	Tolerance
2,000 to 4,999 lbs.	+/- 20%
5,000 to 9,999 lbs.	+/- 10%
10,000 to 43,999 lbs.	+/- 5%
* 44,000 lbs. or more	Not more than, to the nearest roll under

\* Once a shipment becomes greater than a truckload

### Basis Weight Tolerance

Overweight paper is not desirable. The target should be from nominal to .25 percent light. The average basis weight should be as close as possible to nominal basis weight.

#### For Quad Purchased Paper

- Quad will audit basis weight once per quarter on an aggregate basis.
- If the average is overweight, Quad may debit the mill and provide documentation.
- If the average is underweight, the mill will receive credit for the following quarter.
- At the end of the calendar year, any mill credits will be zeroed out.
- Quad's basis weight variance calculation will be used in verifying average basis weights. Quad's calculations will supersede mill figures. Quad compares actual impressions to theoretical impressions based upon stated roll weight, basis weight and width of roll. If the actual impressions are less than the theoretical impressions that have been calculated, the paper is considered heavy.
- Quad reserves the right to hold the supplier responsible for individual orders.

### Purchased Paper Claims

#### For Quad Purchased Papers

- Notification of transit claims will be filed directly with the originating paper mill. In the cases where paper was shipped from another printer, claim documentation will be forwarded to the papers' owner. Resolution of the claim is then the responsibility of the owner.
- Notification of press claims will be filed directly with the paper supplier. Quad will provide evidence of damages.
- Claims are to be resolved within 21 calendar days from the file date. If no dispute arises and a claim remains unpaid on day 21, Quad/Graphics will debit the mill and reference the claim number.
- Disputed claims that remain unresolved after 21 calendar days will be forwarded to Quad/Graphics' Paper Purchasing department for resolution.
- No time limit exists for Quad discovering concealed water damage. We will do our best to report cases as they are discovered.

#### For Customer Supplied Paper

Press production claims will be filed directly with the customer. Reimbursement from the paper supplier will be the Customer's responsibility.

### Shipping Records

In order to help ensure that paper is received in a timely manner, as it is shipped, or before, we ask that the paper mill send Quad/Graphics a copy of the shipment manifest by electronic transmission prepared and transmitted in accordance with the papiNet Delivery Message standard. Roll size and weight information should be specified in inches and pounds.

### Transportation

- Whether paper is shipped via rail or truck, the following equipment and loading requirements must be met for the paper to arrive in good condition. We expect adherence to the requirements, as they will minimize claims among other mutually beneficial outcomes.

#### Rail Car Loading

- Quad/Graphics prefers railcars with 8 feet or wider doors and with cushioned underframe.
- Do not bilge load. Load all rolls on end, unless prior approval for loading patterns is given by the receiving department.
- Load rolls of paper using the guidelines prescribed in the Association of American Railroads Pamphlet 39, or other specific loading and bracing methods, which have received approval of the American Railroads Freight and Damage Prevention Division.

#### Truck Loading

- Container and truck/trailers are to have a minimum door opening of 92 inches.
- Paper is received at all Quad/Graphics facilities 24 hours per day, 7 days per week, and most holidays, by appointment only.
- Appointments for each plant are to be made 48 hours in advance Monday through Friday, 7:00 AM through 5:00 PM. Truckloads may be directed to other Quad facilities upon arrival.
- Quad/Graphics will not be responsible for reconsignment fees for distances of 10 miles or less.
- When calling for an appointment, the PURCHASE ORDER is required to ensure delivery to the correct facility, and to accommodate the delivery due date, based on receiving paper 24 hours a day, 7 days a week.
- When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock and will expedite unloading.

## Roll Paper Supplier Specifications, *continued*

### Delivery Timing

- Due dates for all deliveries will be noted on Quad/Graphics Purchase Orders, or to the customer on, customer-supplied paper. Deliveries are to be made five days prior to press. However, deliveries arriving two days earlier (seven days prior to press) or two days later (three days prior to press) are acceptable. Deliveries which arrive five or more calendar days early may be subject to prevailing Handling/Storage charges.
- Early delivery charges will not apply to orders less than 45,000 pounds.

### Late Deliveries

- Late deliveries will be reviewed by our Purchasing department and paper mills on a case-by-case basis. Deliveries will be considered late if the paper mill fails to meet the mutually agreed upon delivery dates established by paper mill and communicated to our Purchasing department at the time the order was acknowledged.
- Deliveries may be refused if paper shipments are late and received after the job is off press, if no further identifiable use is found for the paper.

### Mill Splices

- No more than two mill splices per roll (any diameter).
- No more than 30 mill splices per 100 rolls.
- All mill splices must be clearly marked on roll label and clearly marked on end of roll.
- No mill splices should be within 2 inches of each other.
- No mill splices can be less than 2 inches from outside.
- No mill splices can be less than 5 inches from core.

### Web Break Performance

- Allowance is three breaks per 10 million linear feet through the press.
- Quad may debit the following for all web breaks in excess of 3/10 mm linear feet for offset presses and 1.5/10 mm feet for gravure presses:

Gravure:	\$1000
M1000 (2x4):	\$550
M3000 (2x6):	\$750
M3000 (2x8):	\$1000
M110:	\$550
MAN Roland (2x6):	\$750
MAN Roland (4x6):	\$750
- Quad will make reasonable attempts to notify mill technical personnel as problems arise.

### Roll Labels

- Quad/Graphics requires adherence to the IDEAlliance Guidelines for Paper Roll and Package Labeling Specifications as set forth in IDEAlliance Standard 132-1997, and the North American Roll Identifier IDEAlliance Standard-1995.
- There should be two labels (minimum) with all required information, attached to the roll wrapper by means of an adhesive backing. Each label should have the following information:
  - 1) Grade name and type of paper.
  - 2) Basis weight and roll width.
  - 5) Mill roll number (Barcode mandatory).
  - 6) Publisher name. When purchased by a merchant, the merchant is required to furnish the Publisher's name/order number to the mill.
  - 7) Title and/or purchase order number.
  - 8) Direction of unwind and felt or wire side out.
  - 9) Core type & Outside diameter
- An additional third label may be placed on the topside of the roll.
- Quad/Graphics requests the number of mill splices stenciled on the roll label.
- Roll size and weight information should be in inches and pounds.

### Roll Stenciling

- Roll Number Stencils must be on at least one end of the unwrapped roll, but we prefer that both ends be stenciled.
- The size of the stencil and location must be as close to the core as possible, and no more than 10 inches from the core as not to interfere with auto paster detectors.
- Please indicate the roll's unwind direction with an arrow on roll label.

## Roll Paper Supplier Specifications, *continued*

### Sussex, Wis. Delivery Specifications

**Plant Address:**

N63 W23075 Highway 74, Sussex, WI 53089

**Ship To Address – Truck**

N63 W23075 Highway 74, Sussex, WI 53089

Deliveries to dock doors 1 to 6

Phone: (414) 566-2503

Fax: (414) 566-9558

**Ship To Address – Rail:**

Canadian National

N63 W23075 Highway 74, Sussex, WI 53089

### Plant Contacts

**Paper Warehousing**

Phone: (414) 566-2503

Fax: (414) 566-9558

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Sussex facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

Canadian National

### Delivery Information

Paper is received at Quad/Graphics-Sussex facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Sussex plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (414) 566-2503. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

The direct line for all Wisconsin plants is (414) 566-4184.

### Pewaukee, Wis. Delivery Specifications

**Plant Address:**

N224 W3322 Duplainville Road, Pewaukee, WI 53072

**Ship To Address – Truck**

W224 N3322 Duplainville Road, Pewaukee, WI

Deliveries to dock doors 21 to 22

Phone: (414) 566-6234

Fax: (414) 566-6210

**Ship To Address – Rail:**

NONE

### Plant Contacts

**Paper Warehousing**

Phone: (414) 566-6234

Fax: (414) 566-6210

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Pewaukee facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Delivery Information

Paper is received at Quad/Graphics-Pewaukee facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Pewaukee plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (414) 566-6234. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

## Roll Paper Supplier Specifications, *continued*

### West Allis, Wis. Delivery Specifications

**Plant Address:**

555 South 108th Street, West Allis, WI 53214

**Ship To Address – Truck**

555 South 108th Street, West Allis, WI 53214

Deliveries to dock doors 22-24

Phone: (414) 566-3192

Fax: (414) 566-9320

**Ship To Address – Rail:**

None

### Plant Contacts

**Paper Warehousing**

Phone: (414) 566-3192

Fax: (414) 566-3261

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

West Allis facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

Not rail accessible

### Delivery Information

Paper is received at Quad/Graphics-West Allis facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the West Allis plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (414) 566-3192. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

### Hartford, Wis. Delivery Specifications

**Plant Address:**

1900 West Sumner Street, Hartford, WI 53027

**Ship To Address – Truck**

1900 West Sumner Street, Hartford, WI 53027

Deliveries to dock doors 3 to 8

Phone: (262) 673-1148

Fax: (262) 673-1670

**Ship To Address – Rail:**

WSOR

1900 West Sumner Street, Hartford, WI 53027

### Plant Contacts

**Paper Warehousing**

Phone: (262) 673-1121

Fax: (262) 673-1670

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Hartford facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

WSOR

### Delivery Information

Paper is received at Quad/Graphics-Hartford facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Hartford plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (262) 673-1148. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

## Roll Paper Supplier Specifications, *continued*

### Lomira, Wis. Delivery Specifications

**Plant Address:**

N11896 Hwy. 175, Lomira, WI 53048

**Ship To Address – Truck**

N11896 Hwy. 175, Lomira, WI 53048

The paper office is located in the southeast corner

Phone: (920) 269-5522

Fax: (920) 269-7032

**Ship To Address – Rail:**

Canadian National

N11896 Hwy. 175, Lomira, WI 53048

### Plant Contacts

**Paper Warehousing**

Phone: (920) 269-5522

Fax: (920) 269-7032

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Lomira facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

Canadian National

### Delivery Information

Paper is received at Quad/Graphics-Lomira facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Lomira plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (920) 269-5522. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

### Saratoga Springs, N.Y. Delivery Specifications

**Plant Address:**

56 Duplainville Road, Saratoga Springs, NY 12866

**Ship To Address – Truck**

56 Duplainville Road, Saratoga Springs, NY 12866

Deliveries to dock doors 6, 42-46

Phone: (518) 581-4349

Fax: (518) 581-4884

**Ship To Address – Rail:**

Canadian Pacific Railway

56 Duplainville Road, Saratoga Springs, NY 12866

### Plant Contacts

**Paper Warehousing**

Phone: (518) 581-4349

Fax: (518) 581-4884

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Saratoga Springs facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

Canadian Pacific Railway

### Delivery Information

Paper is received at Quad/Graphics-Saratoga Springs facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Saratoga Springs plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (518) 581-4349. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

Direction line: (518) 581-4140

## Roll Paper Supplier Specifications, *continued*

### Martinsburg, W.Va. Delivery Specifications

**Plant Address:**

855 Caperton Boulevard, Martinsburg, WV 25403

**Ship To Address – Truck**

855 Caperton Boulevard, Martinsburg, WV 25403

Deliveries to dock doors 7-9

Phone: (304) 260-7186 or (304) 260-7087

Fax: (414) 566-9555

**Ship To Address – Rail:**

CSX Rail

855 Caperton Boulevard, Martinsburg, WV 25403

### Plant Contacts

**Paper Warehousing**

Phone: (304) 260-7186 or (304) 260-7087

Fax: (414) 566-9555

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

Martinsburg facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

CSX Rail

### Delivery Information

Paper is received at Quad/Graphics-Martinsburg facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for the Martinsburg plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (304) 260-7186. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

Delivery directions : (304) 260-7799

### The Rock, Ga. Delivery Specifications

**Plant Address:**

100 Duplainville Road, The Rock, GA 30285

**Ship To Address – Truck**

100 Duplainville Road, The Rock, GA 30285

Deliveries to dock doors 4-6

Phone: (706) 648-5233 or (706) 648-5245

Fax: (706) 648-5811

**Ship To Address – Rail:**

Norfolk Southern

### Plant Contacts

**Paper Warehousing**

Phone: (706) 648-5233 or (706) 648-5245

Fax: (706) 648-5811

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

### Transportation Instructions

The Rock facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### Rail Carrier

Norfolk Southern

### Delivery Information

Paper is received at Quad/Graphics-The Rock facility 24 hours per day, 7 days per week, and most holidays, *by appointment only*.

Appointments for The Rock plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (706) 648-5233 or (706) 648-5245. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

## Roll Paper Supplier Specifications, *continued*

### Oklahoma City, Okla. Delivery Specifications

**Plant Address:**

6801 South Sunnyslane Road, Oklahoma City, OK 73135

**Ship To Address – Truck**

6801 South Sunnyslane Road, Oklahoma City, OK 73135

Deliveries to dock doors 4-9

Phone: (405) 264-4210

Fax: (405) 264-4166

**Ship To Address – Rail:**

BNSF Railroad

6801 South Sunnyslane Road, Oklahoma City, OK 73135

**Plant Contacts****Paper Warehousing**

Phone: (405) 264-4210

Fax: (405) 264-4166

**Electronic Transmissions**

Phone: (414) 566-6000, Information Systems Department

**Transportation Instructions**

Oklahoma City facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

**Rail Carrier**

BNSF Railroad

**Delivery Information**

Paper is received at Quad/Graphics-Oklahoma City facility 24 hours per day, 7 days per week, with the exception of some holidays.

Appointments for the Oklahoma City plant are to be made *48 hours in advance*, Monday through Friday, 8:00 AM through 4:00 PM, at (405) 264-4095. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery due date, based on receiving paper 24 hours a day, 7 days a week.

### Reno, NV Delivery Specifications

**Plant Address:**

11005 Stead Blvd., Reno, NV 89506

**Ship To Address – Truck**

11005 Stead Blvd., Reno, NV 89506

Phone: (775) 971-8000 ext. 1123

Fax: (775) 971-8031

**Transportation Instructions**

Reno facility cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

**Rail Carrier**

Union Pacific

**Delivery Information**

Paper is received at Quad/Graphics-Reno facility Monday through Friday, 8AM-5PM.

Appointments for the Reno plant are to be made *48 hours in advance*, Monday through Friday, 7:00 AM through 5:00 PM, at (775) 971-8000 ext. 1123. When the carrier calls for an appointment, they will be given an appointment number. This number will be needed for off loading of roll stock.

When calling for an appointment, the Purchase Order is required to ensure delivery to the correct facility, and to accommodate delivery and due date.

## Roll Paper Supplier Specifications, *continued*

### Quad Distribution Center Delivery Specifications

**Facility Address:**

N58 W15350 Shawn Circle, Menomonee Falls, WI 53051

**Ship To Address – Truck**

N58 W15350 Shawn Circle, Menomonee Falls, WI 53051

### Transportation Instructions

Distribution Center cannot receive short height containers – does not have the ability to unload shipment – inside height clearance must be at least 92 inches.

### 96" Cameron CT-16 Two Drum Slitter/Rewinder Specifications

Maximum Web Width	96"
Minimum Width of Unwind Roll	9"
Maximum Roll Diameter	60"
Maximum Rewind Diameter	60"
Unwind Core Diameters	3" and 6" I.D.
Rewind Core Diameters	3" and 6" I.D.
Minimum Trim Required	1/4"
Maximum No. Of Slits Strips	8
Minimum Width of Slit Strips	12"
Slitting Method / Wrap-around Shear	
Maximum Web Speed	4000 FPM

### Roll Wrap System

Automated Roll Wrapping (accommodates full range of diameters)

Header Press

Individual or Multi-pack Wrapping

Kraft or Stretch Wrapped

For more information call Vance Malzhan: Paper Warehousing, Lomira at 920.269.5725 or email [vance.malzhan@qg.com](mailto:vance.malzhan@qg.com).