

# Printed Matter Shipment Procedure

The following are Quad/Graphics' requirements for supplying materials other than paper.

## Packaging Requirements

Materials being delivered must meet the following requirements.

- 1) All materials must be accompanied by a detailed packing list and Bill of Lading ("BOL").
- 2) Each skid and/or carton should be clearly marked on all four sides with the following information:
  - a) Counts per lift/carton
  - b) Total counts per skid
  - c) Total number of pieces (forms) for roll stock and/or fanfold
  - d) Description of piece (key code, unique identifier)
  - e) Title and issue or a Quad/Graphics job number
- 3) All skids must be secured, wrapped and banded with plastic banding, not metal.
- 4) The total height of the skid can be no more than 45", the dimensions of which must be no more than 48" long by 40" wide and not less than 46" long by 36" wide.

Quad/Graphics reserves the right to refuse delivery of materials that do not meet the packaging requirements OR to repackage the materials for a fee (based on prevailing rates) OR to require the materials be picked up by the Customer.

## Quad/Graphics' Job Number

All product shipments MUST be accompanied by Quad/Graphics' six-character "JOB NUMBER" on the BOL. If the Quad/Graphics job number is not available, the BOL must include the title and issue of the product being delivered.

## Multi-Part Shipments

For any multi-part shipment, the Bills of Lading (BOL) must clearly state how many separate shipments make up the total shipment. For example, "Shipment 1 of 3" or "Shipment 2 of 3," etc.

## Scheduled Delivery Appointments

In order to avoid delays, it continues to be our policy that all deliveries MUST be scheduled at least 24 hours in advance with Quad/Graphics' Inventory Department. As a carrier, you should call to make an appointment at which time you'll be provided with an appointment number. This appointment number must appear on the BOL. If you do not have an appointment, delivery will not be refused, but will be delayed until the receiving schedule permits an unscheduled delivery.

**When calling to schedule delivery appointments, please specify "Insert Receiving."**

**The following are the receiving appointment phone numbers listed by location:**

Plant	Telephone	Hours	Notes
Augusta, GA	(706) 854-5279	Mon-Fri, 7 am - 7 pm	
East Greenville, PA	(215) 541-2533	24x7	
Franklin, KY	(270) 598-7850	Mon-Fri, 7 am - 5 pm	
Martinsburg, WV	(304) 260-7036 (304) 260-7147 (304) 260-7085 (304) 260-7315	Mon-Fri 7 am - 3 pm	Please schedule appts 24 hrs in advance
Martinsburg, WV (Annex Location)	(304) 260-7600	Sat-Thu 7 am - 3 pm & 11 pm - 7 am Fri 7 am - 3 pm	
Merced, CA	(209) 384-0444 ext. 5257	Mon-Fri 7 am - 5 pm	Please schedule appts 24 hrs in advance
Midland, MI	(989) 698-1479	Mon-Fri, 9 am - 3 pm	
Oklahoma City, OK	(405) 264-4205	Mon-Fri 7 am - 4 pm	Please schedule appts 24 hrs in advance
Saratoga Springs, NY	(518) 581-4865	Mon-Fri, 7 am - 5 pm	Please schedule appts 24 hrs in advance
The Rock, GA	(706) 646-5238	Mon-Fri, 7 am - 7 pm	
Waseca, MN	(507) 835-0383	Mon-Fri 7 am - 4 pm	
Wisconsin - All Plants	(414) 566-2100	7 am - 6 pm	

