

Printed Matter Shipment Procedure (Deliveries)

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:
 - 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 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 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 to 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 Bill of Lading (BOL) must clearly state how many separate shipments will make up the total shipment. Example: "Shipment 1 of 3", "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 Control Department. As a carrier, you should make an appointment; you'll be provided an appointment number, which 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.

The following information is required to request the delivery appointment:

- Product Type/Description
- Supplier Name
- Quad Job Number/ PO Number
- Quantity in skids/cartons
- Weight of product
- Carrier Name (who is delivering the product)
- Your requested Date/Time of delivery (Subject to availability)



Delivery Appointments should be made via email requests for:

Receiving@quad.com for the following locations: Mon-Fri, 07:00-18:00 CST

West Allis, WI	Mon-Fri, 07:00-18:00 CST
Pewaukee, WI	Mon-Fri, 07:00-18:00 CST
Sussex, WI	Mon-Fri, 07:00-18:00 CST
Hartford, WI	Mon-Fri, 07:00-18:00 CST
Lomira, WI	Mon-Fri, 07:00-18:00 CST
Saratoga Springs, NY	Mon-Fri, 07:00-15:00 EST
Martinsburg, WV (Caperton Blvd.)	Mon-Fri, 07:00-15:00 EST
Martinsburg, WV (Annex)	Mon-Fri, 07:00-16:00 EST
Waukesha, WI	Mon-Fri, 07:00-18:00 CST

Other Locations to Email:

Burlington, WI

Burlington-PaperReceiving@quad.com

Mon-Sun, 24 hours

Franklin, WI

Cpoznanski@quad.com and Rubronikowski@quad.com

Mon-Fri, 06:00-18:00 CST

Merced, CA

Freight-Merced@qg.com

Merced-paperdeliveries@quad.com (Paper Rolls Only)

Mon-Fri, 07:00-17:00 PST

Delivery Appointments should be made via Phone Call for:

Chalfont, PA	(215)-997-5214	Mon-Fri, 07:00-23:00 EST
Effingham, IL (Niccum)	(414) 622-2718	Mon-Fri, 08:00-17:00 CST
Effingham, IL (Industrial)	(414) 622-2583	Mon-Fri, 08:00-17:00 CST
Greenville, MI	(616) 754-3672	Mon-Fri, 08:00-17:00 EST
Leominster, MA	(978) 342-3750	Mon-Fri, 08:00-17:00 EST
Lufkin, TX	(936) 634-3357x 224 or 225	Mon-Fri, 08:00-17:00 CST
New Berlin, WI (Moorland Rd)	(262)-289-2616	Mon-Fri, 06:30-22:00 CST
New Berlin, WI (Glendale Dr)	(262) 432-6312	Mon-Fri, 06:30-22:00 CST
Riverside, CA	(901) 201-4737	Mon-Sun, 24 hours PST
Sacramento, CA	(916) 403-4113	Mon-Fri, 08:00-17:00 PST
Salt Lake City, UT	(801) 887-1760x1764	Mon-Fri, 09:00-17:00 MST
Spartanburg, SC	(864) 208-1026	Mon-Fri, 08:00-15:00 EST
Springfield, MA	(413) 525-8552x329	Mon-Fri, 08:00-17:00 EST
Tampa, FL	(813) 362-7849	Mon-Fri, 08:00-17:00 EST
The Rock, GA	(706) 648-5461,5264 or 5256	Mon-Fri, 07:00-19:00 EST
Westampton, NJ (East Park)	(609) 534-4717	Mon-Fri, 07:00-15:00 EST
Westampton, NJ (Stemmers)	(609) 534-7343	Mon-Fri, 10:00-18:00 EST
	OR (609) 534-7508	Mon-Fri, 07:00-17:00 EST
Woburn, MA	(781) 231-7200	Mon-Fri, 06:00-14:00 EST

