



Scheduling Inbound Appointments

This document outlines how Printers should schedule pickup for entry into Quad's Letter Commingle program. It is designed to ensure consistency, compliance, and efficient processing. The Printer is responsible for reaching out to Quad to schedule an appointment for product pick up.

Printer will email co-maillogistics@quad.com for pickup minimally 24 hours prior to pickup with the below information:

Required Information

- Pickup and consignee addresses
- Contact info (name, phone and email)
- Product completion
- Title name
- Quad version
- Pallet count
- Weight, dimensions, piece count
- Estimated gross weight