Quad

Quad Contacts & Specifications for Supplied Materials

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' Purchase Order Number

All product shipments must be accompanied by Quad/Graphics' seven-character purchase order number on the
BOL. If the Quad/Graphics' purchase order number is not available, the BOL must include the title code or job
number associated with the material.

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.

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The following are the phone numbers listed by location:

Plant	Appointment contact method	Hours
Wisconsin -ALL PLANTS	Receiving@quad.com	Mon-Fri, 07:00- 15:00 CST
Burlington, WI	Burlington-PaperReceiving@quad.com	Mon-Fri, 07:00- 15:00 CST
Chalfont, PA	215-997-5214	Mon-Fri, 07:00- 15:00 CST
Franklin, WI	FranklinReceiving@quad.com	Mon-Fri, 07:00- 15:00 CST
Greenville, MI	616-754-3672	Mon-Fri, 07:00- 15:00 CST
Lufkin, TX	936-634-3357 X 224 or 225	Mon-Fri, 07:00- 15:00 CST
Martinsburg, WV (Caperton)	Receiving@quad.com	Mon-Fri, 07:00- 15:00 CST
Martinsburg, WV (Annex)	Receiving@quad.com	Mon-Fri, 07:00- 15:00 CST
Riverside, CA	901-201-4737/951-571-2638	Mon-Fri, 07:00- 15:00 CST
Spartanburg, SC	864-208-1026	Mon-Fri, 07:00- 15:00 CST
Springfield, MA	413-525-8552 x 329	Mon-Fri, 07:00- 15:00 CST
Tampa, FL	813-362-7849	Mon-Fri, 07:00- 15:00 CST
The Rock, GA	Receiving@quad.com 706 648 5461	Mon-Fri, 07:00- 15:00 CST
Westampton, NJ Stemmers	609-534-7343	Mon-Fri, 07:00- 15:00 CST
Westampton, NJ East Park	609-534-4717	Mon-Fri, 07:00- 15:00 CST