

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.



The following are the phone numbers listed by location:

| | | |
|-----------------------------|--|----------------------|
| Burlington, WI | Burlington-PaperReceiving@quad.com | Mon-Sun, 24 hours |
| Chalfont, PA | (215) 997-5214 | Mon-Fri, 7am-11pm |
| Effingham, IL (Niccum) | (414) 622-2718 | Mon-Fri, 8am-5pm |
| Effingham, IL (Industrial) | (414) 622-2583 | Mon-Fri, 8am-5pm |
| Fernley, NV | (775) 575-1511 | Mon-Fri, 7am-5pm |
| Franklin, WI (Packaging) | Cpoznanski@quad.com | Mon-Fri, 6am-6pm |
| Greenville, MI | (616) 754-3672 | Mon-Fri, 8am-5pm |
| Leominster, MA | (978) 342-3750 | Mon-Fri, 8am-5pm |
| Lufkin, TX | (936) 634-3357x 224 or 225 | Mon-Fri, 8am-5pm |
| Martinsburg, WV (Caperton) | (414) 566-2100 | Mon-Fri, 7am-3pm |
| Martinsburg, WV Annex | (414) 566-2100 | Mon-Fri, 7am-4pm |
| Merced, CA | (209) 354-5242 | Mon-Fri, 7am-5pm |
| Nashville, TN | (615) 915-5744 | Mon-Fri, 8am-5pm |
| New Berlin (Moorland Rd) | (262) 289-2616 | Mon-Fri, 6:30am-10pm |
| New Berlin (Glendale Dr) | (262) 432-6312 | Mon-Fri, 6:30am-10pm |
| Oklahoma City, OK | (405) 264-4207 | Mon-Fri, 7am-4pm |
| Riverside, CA (Box Springs) | (901) 201-4737 or (951) 571-2638 | Mon-Sun, 24 hours |
| Sacramento, Ca | (916) 403-4113 | Mon-Fri, 8am-5pm |
| Salt Lake City, UT | (801) 887-1760 x1764 | Mon-Fri, 9am-5pm |
| Saratoga Springs, NY | (518) 581-4182 or 4658 after hours | Mon-Fri, 7am-3pm |
| Spartanburg, SC | (864) 208-1026 | Mon-Fri, 8am-3pm |
| Springfield, MA | (413) 525-8552x329 | Mon-Fri, 8am-5pm |
| Tampa, FL | (813) 362-7849 | Mon-Fri, 8am-5pm |
| The Rock, GA | (706) 648-5461, 5264 or 5256 | Mon-Fri, 7am-7pm |
| Westampton, NJ | (609) 534-4717 | Mon-Fri, 7am-3pm |
| Woburn, MA | (781) 231-7200 | Mon-Fri, 6am-2pm |
| Wisconsin—All Plants | (414) 566-2100 | Mon-Fri, 7am-6pm |