

Quad Contacts & Specifications for Printed Matter

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.

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



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 Rubronikowski@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

