



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)

Quad

Delivery Appointments should be made via email requests for:

Receiving@quad.com for the following locations: Mon-Fri, 07:00-1800 CST

West Allis Plant - 555 S. 108th Street, West Allis, WI 53214
Pewaukee Plant - W224N3322 Duplainville Rd, Pewaukee, WI 53072
Waukesha Commingle - W228N2801 Duplainville Rd, Waukesha, WI 53186
Sussex Plant - N63W23075 Main St. Sussex, WI 53089
Hartford Plant- 1900 W Sumner St, Hartford, WI 53027
Lomira Plant- N11896 WI-175 Lomira, WI 53048
Martinsburg Plant - 855 Caperton Blvd, Martinsburg, WV 25403
Martinsburg Annex - 891 Auto Parts PL, Martinsburg, WV 25403

Other Locations to Email :

Burlington Plant - 700 Black Hawk Dr, Burlington, WI 53105 Mon-Sun, 24 hours

Burlington-PaperReceiving@quad.com

Franklin Plant- 4701 Ashland Way, Franklin, WI 53132 Mon-Fri, 07:00-1800

Delivery Appointments should be made via Phone Call for:

Chalfont Plant - 4371 County Line RD, Chalfont, PA 18914	(215)-997-5214	Mon-Fri, 07:00-23:00 EST
Greenville Plant - 1321 E. Van Deinse St. Greenville, MI 48838	(616) 754-3672	Mon-Fri, 08:00-17:00 EST
Lufkin Plant - 3001 Atkinson Dr. Lufkin, TX 75901	(936) 634-3357x 224 or 225	Mon-Fri, 08:00-17:00 CST
Riverside Plant - 6688 Box Springs BLVD, Riverside, CA	(901) 201-4737	Mon-Sun, 24 hours PST
Spartanburg Plant - 1785 Dewberry Rd Spartanburg, SC 29307	(864) 208-1026	Mon-Fri, 08:00-15:00 EST
Springfield Plant - 245 Benton Dr. East Longmeadow, MA 01028	(413) 525-8552x329	Mon-Fri, 08:00-17:00 EST
Tampa Plant - 4611 S. Church Ave Tampa, FL 3361	(813) 362-7849	Mon-Fri, 08:00-17:00 EST
The Rock Plant - 100 Duplainville Rd The Rock, GA 30285	(706) 648-5461	Mon-Fri, 07:00-19:00 EST
East Park Plant - 25 E Park Dr, Westampton, NJ 08060	(609) 534-4717	Mon-Fri, 07:00-15:00 EST
Stemmers Plant - 80 Stemmers LN, Westampton, NJ 08060	(609) 534-7343	Mon-Fri, 10:00-18:00 EST