



Mill/Converter Instructions

Ship to:	Alternate Ship To:	Phone Number
		Plant Manager
		QC Manager

Main Contact:

Rolls:

Max Dia
Min Dia
Core ID
Max Wgt
Wind:
Top Side In <input type="checkbox"/>
Top Side Out <input type="checkbox"/>

Manufacturing Instructions:

Rolls

All cores to be plugged
 All splices must be flagged
 Rolls must not be out-of-round.
 Rolls must have full P.O. Number on each roll
 Headers and shrink wrap or bands on edges

Sheets:

Wipe edges with tack cloth
 Band in both directions with bands parallel to edges.
 Put moisture barrier top and bottom of skid/pallet
 PO Number must appear on all skids
 Pallet/skid should exceed sheet size by 3/8-1/2 inch.
 Top of skid/pallet must be solid.
 Parent roll number(s) must be indicated on each skid.

Sheet/Roll Sizes:

Sheets:

Max Weight:
Max Height:
Packaging:
<input type="checkbox"/> Skids
<input type="checkbox"/> Pallets
<input type="checkbox"/> Cartons
<input type="checkbox"/> Top Liner Up
<input type="checkbox"/> Bottom Liner Up
Skid/Pallet Design:

Quality Control:

Roll Width Tolerances: +/- = 1mm or 1/32"

 Sheet Width Tolerance +/- = 1mm or 1/32"
 Sheet Length Tolerance +/- = 1mm or 1/32"
 Out-of-Square Tolerance 1mm or 1/32 longest Direction

Shipping Instructions:

Dock Appointment Required

Load Rolls:

- Poker Chip
 On the Round
 Palletize

2 X 4 Spacers:

- None
 On floor
 Between Rolls

Receiving Manager	Receiving Hours
	Receiving Days