



## RECEIVING REQUIREMENTS FOR CUSTOMER SUPPLIED PAPER

10/16/07

### Roll Stock

#### ***Paperwork Requirements***

All shipments shall have a numbered packing slip and include:

- Bang Printing's purchase order number;
- Paper vendor's name;
- Customer name;
- Size and basis weight of rolls;
- Name of paper;
- Quantity of rolls in shipment;
- Weight of each roll;
- Bang inventory number if applicable;
- Bang job number if applicable;

### Sheet Stock

#### ***Paperwork Requirements***

All shipments shall have a numbered packing slip and include:

- Bang Printing's purchase order number;
- Paper vendor's name;
- Customer name;
- Size and weight of sheets;
- Name of paper;
- Quantity of sheets in shipment and or quantity of skids;
- Bang inventory number if applicable;
- Bang job number if applicable;

### Receiving Information

Address:

Bang Printing  
217 Etak Drive  
Brainerd, MN 56401

Receiving hours are 7:30-4:30 M-F

Contact Perry Gienger 218-454-0275 or Perryg@Bangprinting.com