

# ROLL PAPER SPECIFICATIONS



## SECTION B - PLANT SPECIFIC INFORMATION

Version 5.8 : January 29, 2019

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### NOTICES

To the extent that any specification included on a Purchase Order conflicts with any specifications contained herein, the Purchase Order shall govern.

To the extent that any specification contained in Section B of this document is in conflict with Section A, Section B shall prevail.

Global Engineering and Process  
Michael Bengtson  
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Phone: 630.688.1508

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 1300 Sauk Avenue, Baraboo, WI 53913

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expeditor, PMT Contact	Deb Rinderman	608.355.3672	608.355.3613	debra.l.rinderman@lsc.com
Deliveries	Phil Wenzel	608.355.3654	608.355.3613	phillip.j.wenzel@lsc.com
Manifests	Bruce Benson	608.355.3640	608.355.3703	bruce.w.benson@lsc.com

**PAPER ORDER INFORMATION**

Manifests should be emailed to Bruce Benson.

OA's and purchase orders should be emailed to Deb Rinderman.

EMBARC Ship To Code: RRD6071

Rail Carrier : Wisconsin and Southern

**APPOINTMENTS**

Appointments required for truck deliveries. Receiving hours are between 7:00am-5:00pm Monday through Friday (Except Holidays).

Appointments are to be made with Phil Wenzel between 8:00am-5:00pm Monday through Friday at (608) 355-3612. Railcars are received 24 hours a day.

**DIRECTIONS**

**From the West,** (LaCrosse) take I-90/94 East to exit #92 – Lake Delton, Hwy 12 East. Turn right onto Hwy 12 East. Take Hwy 12 East to Baraboo to the first set of stoplights on the corner of Hwy 12 and Hwy 33. Proceed on Hwy 12 East 8/10 of a mile and turn left onto Sauk Avenue, RR Donnelley is on the left. Go to the second plant entrance, the paper receiving docks are on the left. Dock doors 2, 3, and 7.

**From the East,** (Milwaukee) take I-94 west to Madison and turn right at the Wisconsin Dells exit. I-94 will merge with I-90 at this exit. Take I-90/94 west to exit #106 – Baraboo/Portage exit, Hwy 33. Turn right heading west on Hwy 33 for 13 miles to Baraboo. Stay on Hwy 33 though Baraboo; turn left at the fourth stoplight onto Hwy 12 East. Proceed 8/10 of a mile and turn left onto Sauk Avenue; RR Donnelley is on the left. Go to the second plant entrance, the paper receiving docks are on the left. Dock doors 2, 3, and 7.

**From the South,** (Madison) follow directions “From the East” beginning at I-90/94 west or take Hwy 12/18 west around Madison. Remain on Hwy 12 west to second set of stoplights in Baraboo on the corner of County W and Hwy 12 west. Proceed on Hwy 12 west 1/10 of a mile and turn right onto Sauk Avenue; RR Donnelley is on the left. Go to the second plant entrance, the paper receiving docks are on the left. Dock doors 2, 3, and 7.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	6"	108"		96"
Rail	6"	120"		96"

**Baraboo Continues On Next Page**

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
M-1000	50" Max / 48" Min	37.0"	3,600 lbs		FP w/plugs
M-1000BE	50" Max / 48" Min	34.0"	3,527 lbs		FP w/plugs
M-3000	50" Max / 48" Min	52.0"	5,200 lbs		FP w/plugs
S-2000	50" Max / 48" Min	37.0"	3,527 lbs		FP w/plugs
S-3000	50" Max / 48" Min	56.0"	5,290 lbs		FP w/plugs

**NOTICES**

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All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 1009 Sloan Street, Crawfordsville, IN 47933

South Plant Deliveries: State Road 32 West, Crawfordsville, IN 47933

North Plant Deliveries: 1000 W. Jennison, Crawfordsville, IN 47933

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Deliveries	Lori Jones	785.364.3067	765.364.3499	
Material Analyst, Expeditor	Caren Branson	765.364.3790	765.364.2531	
Material Analyst, Expeditor	Donna Foster	765.364.3446	765.364.2531	
Material Analyst, Expeditor	Dan Berninger	765.364.3867	765.364.2531	
Material Analyst, Expeditor	Josh Carpenter	765.364.3084	765.364.2531	

**PAPER ORDER INFORMATION**

Manifests for the north and south plant should be faxed to 765.364.3499. Order Acknowledgements and Furnished PO's should be faxed to 765.364.3397.

**TRANSPORTATION INSTRUCTIONS**

IoT is very important that truck drivers have the correct plant address. North and South plant addresses are listed above.

Rail carrier is CSXT.

**APPOINTMENTS**

Truck deliveries by appointment only by calling 765.364.3067.

Delivery hours are Monday-Friday 0700 to 2200.

Weekends by special appointment only.

**DIRECTIONS**

Call 765.362.1300 and select option #3 for directions.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	12"	13'	59'	
Truck	12"			18"

**Crawfordsville Continues On Next Page**

**ROLL SPECIFICATIONS**

<b>Press</b>	<b>Roll Diameter</b>	<b>Max Width</b>	<b>Max Weight</b>	<b>CCTI Code</b>	<b>Core Type</b>
210/211/212	50" Max / 48" Min	48"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
213/214/215	50" Max / 48" Min	66"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
260/261	50" Max / 48" Min	35.5"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
263	50" Max / 48" Min	34"	3,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
264	50" Max / 48" Min	26"	3,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
268/273/276	50" Max / 48" Min	63.5"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
269	50" Max / 48" Min	49"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps

**NOTICES**

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Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 3201 Lebanon Road, Danville, KY 40422-9604

Deliveries: Provided on Purchase Order

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Paper Coordinator, Material Analyst	George Stratton	859.238.2458	859.238.2530	george.stratton@lsc.com
Expediter	Rodney Marlow	859.238.2633	859.238.2530	rodney.marlow@lsc.com
Deliveries, Appointments	Adriane Jones	859.936.0608	859.238.2530	adriane.jones@lsc.com
Claims	Brandon Long	859.238.2534	859.238.2530	brandon.b.long@lsc.com

**GENERAL INFORMATION**

EMBARC Ship To Code: RRD0271

Rail Carrier: Norfolk Southern

**PAPER ORDER INFORMATION**

Manifests should be faxed or emailed to Adriane Jones. Order Acknowledgements and Purchase Orders should be faxed or emailed to George Stratton. See contact information above.

**APPOINTMENTS**

Appointments are required for all truck deliveries. Receiving hours are 24 hours a day, Monday through Friday, except holidays.

Appointments are to be made with Adriane Jones between 0800-1600 hours Monday through Friday at 859.936.0608.

Rail deliveries are received 24 hours a day.

**DIRECTIONS**

**From the West**, (Louisville, Ky.) Take I-64 East to exit #53A (Rt. 127) and go right (South) to the first stoplight, (Rt. 127) and turn right. Take 127 South By-pass to Danville. Turn right at the second stoplight (Rt. 34) in Danville, and go to the second plant entrance on the left. Go to the east side of the plant to dock #18 or #19.

**From the North**, (Cincinnati) take I-75 South to I-64 West and go to exit #53A (Rt. 127) and take 127 South By-Pass to Danville to Rt. 34. Turn right at the second stoplight (Rt. 34) in Danville, go to the second plant entrance on the left. Go to the east side of the plant to dock #18 or #19.

**From the East**, take I-64 west to exit #53A and proceed South on 127 South By-Pass to Danville to Rt. 34. Turn right at the second stoplight (Rt. 34) in Danville, go to the second plant entrance on the left. Go to the east side of the plant to dock #18 or #19.

**From the South**, take 127 north to Danville; turn left on 127 North By-Pass/150 North By-Pass and go four stoplights to Rt. 34. Turn left (west) and go to the second plant driveway (LSC). Go to the east side of the plant to dock #18 or #19.

**Tennessee**, take I-75 north to exit # 59 and take Rt. 150 North/West to Danville. Stay on Rt. 150 North By-Pass for six stoplights to Rt. 34 and turn left. Go to the second plant drive on the left (LSC). Go to the east side of the plant to dock #18 or #19.

**Danville Continues On Next Page**

***VEHICLE SPECIFICATIONS***

Division cannot take and does not have capability to unload short height containers. Inside clearance must be 96".

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"	204"	60'	
Truck	6"	120"		

***ROLL SPECIFICATIONS***

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
M-1000	50"	37.25"	3,500 lbs	3-M6	FP w/plugs
M-3000	50"	52.5"	5,500 lbs	3-H12	FP w/plugs
S-3000	50"	71"	6,100 lbs	3-H12	FP w/plugs

Inability to comply with the specified roll diameter must be approved by the plant. Please contact George Stratton.

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 801 N Union, Dwight, IL 60420-9607  
 Deliveries: Route 47 South, Dwight, IL 60420

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Julie Schuler	815.584.4314	815.584.4204	
Paper Coordinator	Pam Rogers	815.584.4386	815.584.4204	
Expediter, Deliveries	Craig Thomas	815.584.4265	859.238.2530	

**GENERAL INFORMATION**

EMBARC Ship To Code: (Division Warehouse) RRD0091

EMBARC Ship To Code: (Diversified Paper, Cicero, IL) RRD0092

Rail Carrier: Norfolk Southern

Each shipment MUST have a packing slip or manifest. Copy of shipping memo and bill of lading must accompany each truck shipment.

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Purchase Orders should be faxed or emailed to Craig Thomas. See contact information above.

**APPOINTMENTS, DELIVERY INFORMATION**

Deliveries by appointment only. Call 815.584.4265 between 0600-1400 hours to make an appointment.

Plant requires PO number and size information to schedule appointment.

Rail Deliveries: Division switch dates are Mondays, Wednesdays and Fridays. Paper due dates are on switch days. Orders are not to be delivered any more than one switch date prior to the due date without prior arrangements.

Truck Deliveries: Monday through Friday appointments only. All deliveries must know their appointment number.

**VEHICLE SPECIFICATIONS**

Rail cars must be loaded so they can be unloaded from both sides.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"			
Truck	6"			

Minimum trailer door height must be 93".

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
915	50"	81"	5,500 lbs	HQ 5	FP No Slots, No Plugs, No Inserts
	50"	Over 70"	4,500 lbs	3-F9	FP No Slots, No Plugs, No Inserts
	45"	Less Than Or = 70"	3,500 lbs	3-F9	FP No Slots, No Plugs, No Inserts

3" plain fiber cores are required on all orders. ID target = 3.00", minimum core wall thickness = 0.625"

Inability to comply with the specified roll diameter must be approved by the plant..

**Dwight Continues On Next Page**



## ***SHEET STOCK SPECIFICATIONS***

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### **SKID PACKING/LABELING SPECIFICATIONS :**

Each skid to be labeled on each side of skid with the printer PO number, grade info (C1S, C2S, etc), sheet size, skid weight (M weight and net weight), skid number and total number of sheets per skid.

Maximum skid height = 36"(including skid).

Weight of skid to NOT exceed 3,500 pounds.

Stock to be packed coated side up if coated on one side.

Two (2) tiers. Wrap both tiers as one (stretch and Kraft wrap).

No edge protectors.

Plastic Bands Only – NO METAL BANDS.

### **31.75" SPECIFICATIONS :**

Pallets and tops must be of sufficient size to accommodate a minimum of 28" between skid runners. Runners are to be placed flush to the sides of the skid. The skids will be 34-1/4" wide to ensure 28" between the runners.

### **SKID CONSTRUCTION SPECIFICATIONS :**

Skid/pallet to have solid runners – two entry.

Minimum of 29" between runners (see 31-3/4" specs for exceptions).

Runners inset minimum of 1-1/2" from outside edge of skid bottom (see 31-3/4" specs below for exceptions).

Runners to always be on the long side.

Picture frame top/lid.

Four (4") clearance between floor and skid (runners must be a minimum of 4" high and 1-3/4" wide).

**NOTICES**

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Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 120 Donnelley Drive, Glasgow, KY 42141-9799

Deliveries: 120 Donnelley Drive, Glasgow, KY 42141-9799

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expediter, Deliveries	Mark Bowman	270.678.0541	270.678.0390	mark.bowman@lsc.com
Expediter, Deliveries	Matt Walker	270.678.0468	270.678.0390	matt.walker@lsc.com
Carrier Claims, Pickup	Carrie Miller	270.678.0324	270.678.0379	

**GENERAL INFORMATION**

EMBARC Ship To Code: (Division Warehouse) RRD0111

Rail Carrier: CSXT

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Purchase Orders should be faxed or emailed to Mark Bowman or Matt Walker. See contact information above.

**APPOINTMENTS**

Rail deliveries are accepted 24 hours / day.

Truck deliveries accepted Monday thru Friday from 7:00AM to 5:00PM on a first come first served basis.

**DIRECTIONS**

**From I65 North,** take Exit #43 (Cumberland Parkway to Glasgow/Somerset). Take the first Glasgow exit off the Cumberland Parkway. Exit the Cumberland Parkway, you will turn left at the base of the exit ramp and travel north on US 31E to the sixth traffic light (which is the intersection of US 31E And US Highway 68/80). Turn left at this traffic light. Travel approximately 2 miles until you cross the railroad track and turn left on to Donnelley Drive. The main entrance to the plant will be the first road to the left off Donnelley Drive.

**From I65 South,** exit at the Glasgow/Cave City exit (#53) on to KY Highway 90. Turn left off the exit ramp and travel east on KY 90 for about 10 miles to Glasgow. As you enter Glasgow city limits you will come to a traffic light. Make a right turn at this traffic light onto Reynolds Road and travel approximately .7 mile until you come to a traffic light at the end of Reynolds Road that intersects with Highway 68/80. Make a right turn at this light. (The Dana Corporation will be directly in front of this traffic light.) Travel approximately .8 mile until you cross a railroad track. Donnelley Drive will be on the left past the railroad track. Make a left turn on Donnelley Drive. The main entrance to the plant is the first exit off Donnelley Drive.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	6"			

The plant requires that mills DO NOT use bulkhead door cars without the plant's prior approval.

**Glasgow Continues On Next Page**

***ROLL SPECIFICATIONS***

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<b><u>Press</u></b>	<b><u>Roll Diameter</u></b>	<b><u>Maximum Width</u></b>	<b><u>Maximum Weight</u></b>	<b><u>CCTI Code</u></b>	<b><u>Core Type</u></b>
M-1000	50"	34 5/8"	3,500 lbs	3-M6	FP w/plugs
M-3000	50"	51"	5,500 lbs	3-H12	FP w/plugs
S-3000	50"	71"	6,000 lbs	3-X14	FP w/plugs

Inability to comply with the specified roll diameter must be approved by the plant. Please contact Mark Bowman or Matt Walker.

## ***NOTICES***

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Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

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## ***ADDRESSES***

Mail, Deliveries: 2347 Kratzer Road Harrisonburg, VA 22802-8303

## ***CONTACTS***

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
LSC Paper Coordinator	Karen Lokey	540.432.5407	540.432.5492	
Customer Paper Coordinator	Ashley Messina	540.432.5447	540.432.5492	
Deliveries	Jim Miller	540.432.5353	540.432.5492	

## ***PAPER ORDER INFORMATION***

Manifests, Order Acknowledgements and Purchase Orders should be faxed to 540.432.5492.

## ***DELIVERY INFORMATION***

Appointments are required for all truck deliveries. Receiving hours are 24 hours a day, Monday through Friday, except holidays. Weekends by special appointment only.

Call for appointments Monday through Friday, 7:00am to 3:00pm at 540.432.5353.

No rail facilities.

## ***DIRECTIONS***

From Interstate 81, coming from the north or the south, take exit 251. From exit 251 turn left onto Rt 11 (Main St) and go approximately 2 miles until the first stoplight. At the stoplight turn right onto Mt Clinton Pike. Follow Mt Clinton Pike to the next stoplight. Turn right at the stoplight onto north Liberty St (Kratzer Road). LSC is located approximately 0.75 miles down north Liberty St (Kratzer Rd).

For more information call security at 540.432.8833.

## ***VEHICLE SPECIFICATIONS***

Division cannot take and does not have capability to unload short height containers. Inside clearance must be 96".

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	10"	10" From Roof		

\* Last two rolls in truck must not be double decked.

## ***ROLL SPECIFICATIONS***

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
	50"	33"	2,500 lbs	4	Plain Fiber Core, No Slots, No Caps, Plugs Opt.
Timson Press	50"	53"	3,500 lbs	4	Plain Fiber Core, No Slots, No Caps, Plugs Opt.

\* Two rolls per package required on roll widths of 30" or less.

\* Minimum roll diameter 40".

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## **ADDRESSES**

Mail, Deliveries: 1025 Willow Spring Road Harrisonburg, VA 22801

## **CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
LSC Paper Coordinator	Karen Lokey	540.432.5407	540.432.5492	
Customer Paper Coordinator	Ashley Messina	540.432.5447	540.432.5492	
Deliveries	Jim Miller	540.432.5353	540.432.5492	

## **PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Purchase Orders should be faxed to 540.432.5492.

## **DELIVERY INFORMATION**

It is very important that truckers have the correct Harrisonburg Plant and address. See specifications and information for the Harrisonburg North Plant for different address, contacts, and roll specifications. This is information for the Harrisonburg South Plant only.

Appointments are required for all truck deliveries. Receiving hours are ?? Times, Monday through Friday, except holidays. Weekends by special appointment only.

Call for appointments Monday through Friday, 7:00am to 3:00pm at 540.432.5353.

No rail facilities.

## **DIRECTIONS**

From Interstate 81, coming from the north or the south, take Exit 243. Take Rt 11 north to first stop light. Make right at stop light onto Pleasant Valley Road. Go approximately 1.5 miles and make left onto Willow Spring Road. Cross railroad tracks and turn right in parking lot and follow around to dock doors in back of building.

For more information call security at 540.564.3900.

## **VEHICLE SPECIFICATIONS**

Division cannot take and does not have capability to unload short height containers. Inside clearance must be 96".

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	10"	10" From Roof		

\* Last two rolls in truck must not be double decked.

## **ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
17	50"	47"	5,000 lbs		
22, 23	50"	40"	3,000 lbs		
24	50"	53.25"	4,720 lbs		
25	50"	53.25"	5,000 lbs		
30	50"	48"	4,000 lbs		

\* Two rolls per package required on roll widths of 30" or less.

\* Minimum roll diameter 40".

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail (Main Plant): 2500 Marion Drive, Kendallville, IN 46755

Deliveries (Warehouse): 3094 Lester Drive, Kendallville, IN 46755

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Paper Procurement	Barb Miller	920.486.2544	barb.j.miller@lsc.com
Usage Coordinator	Melinda Carter	260-349-6834	melinda.s.carter@lsc.com
Warehouse Coordinator / Deliveries	Christopher Wilson	260-349-6352	christopher.m.wilson@lsc.com
Delivery Appointments		260-349-6359	
Emergencies/After Hours		260-347-3044 ext 6814 (Pressroom)	

**PAPER ORDER INFORMATION**

Manifests, order acknowledgements and purchase orders should be emailed to one or more of the paper contacts listed above.

**APPOINTMENTS**

Appointments can be scheduled between 8:00 AM and 5:00 PM; Monday thru Friday Eastern Time @ 260-349-6359. Standard delivery hours are 7:30 AM to 6:00 PM Monday thru Friday Eastern Time. 24/7 unloading available with appointment if required.

Railcars are spotted on Tuesday and Thursday only. All railcars must be preceded by an advanced ship notice. E-mail to one of the addresses listed.

All trucks are to have a delivery appointment. When calling for an appointment, have the following information available: mill shipment of origin, carrier, paper width, basis weight, type of paper and if available owner of paper and purchase order.

**TRANSPORTATION INSTRUCTIONS**

All trucks are to report to the paper warehouse for unloading. Drivers should have a copy of the BOL and Manifest when checking in to the Paper Warehouse. Trucks may be instructed to unload at the main plant if production requires the paper quickly. The main plant is 1.25 miles from the warehouse.

Trucks: Plant cannot take short cube containers due to mast height. Inside door height must be a minimum of 96". All docks are equipped with dock locks so the ICC bar must be usable. We prefer the paper does not ship in refrigerated trailers. Leave 2' of clear space at the back of trailers for dock plates.

All Railcar deliveries are to the paper warehouse only. Rail carrier is Norfolk Southern Rail address is E34. A manifest of contents must accompany each shipment.

Railcar: The plant strongly recommends that mills do not use bulkhead doors. Railcars must be loaded so they can be unloaded from either side and so that a 10' dock board can be inserted 6" in either side of the car. Rolls should be loaded on centerline. Hi cube cars are acceptable. If a railcar must be turned for safe unloading there will be a \$700 charge for turning the car.

**DIRECTIONS**

We are located on the east side of Kendallville on the south side of US 6. The main plant is directly south of the stoplight at Walmart. The warehouse is 3 drives east of the Walmart stoplight (Lester Dr) and is the last building on the road at the east end of the industrial park. The building is blue.

**Kendallville Continues On Next Page**

## ***ROLL SPECIFICATIONS***

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<b><u>Presses</u></b>	<b><u>Maximum Roll Diameter</u></b>	<b><u>Maximum Weight</u></b>	<b><u>Core Type</u></b>
Under 37"	50"	4,000 lbs	3" Fiber Plain w/ disposable plugs preferred
Over 37"	50"	6,000 lbs	3" Fiber Plain w/ disposable plugs preferred

## ***ROLL LABELING***

Rolls must be wrapped in kraft paper and clearly labeled with the following; mill name, grade, width, basis weight, gross and net weight of roll, paper owner, purchase order number, owner part number.

There should be 2 labels on each roll.

All FSC / SFI / PEFC paper must be labeled as FSC on the roll and the mill's certification number must be listed on all paper work.

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: UL. Obroncow Modlina 11, 30-733 Kraków, Poland

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Paper Coordinator	Zbigniew Dziadosz	+48 (12) 65-26-353	+48 (12) 65-26-102	
Expediter	Zdzisaw Szczur	+48 (12) 65-26-351	+48 (12) 65-26-349	
Deliveries	Zbigniew Jardel	+48 (12) 65-26-356	+48 (12) 65-26-349	
PMT Contact	Ilona Baranska	+48 (12) 65-26-198	+48 (12) 65-26-102	
Carrier Claims	Jacel Bednarek	+48 (12) 65-26-198	+48 (12) 65-26-102	

**PAPER ORDER INFORMATION**

Manifests must be sent to Zbigniew Jardel

Order Acknowledgements and Furnished POs must be provided to Zdzisaw Szczur.

Plant is currently not EDI-capable.

**APPOINTMENTS**

Monday – Sunday 24 hours by appointment.

**VEHICLE SPECIFICATIONS**

Curtain sided vehicles only, reel in standing position

**ROLL SPECIFICATIONS**

<b>Press</b>	<b>Roll Diameter</b>	<b>Maximum Width</b>	<b>Maximum Weight</b>	<b>CCTI Code</b>	<b>Core Type</b>
Heidelberg	1250mm	960mm	2,800 kg		
Goss	1250mm	880mm	2,800 kg		
MAN Roland 705 3B	1250mm	880mm	2,800 kg		
MAN Roland 706 LTTLV	1250mm	880mm	2,800 kg		
MAN Roland Lithoman 4	1250mm	1980mm	3,500 kg		



**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: UL.Igoomska 25, 31-983 Kraków, Poland

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Zbigniew Dziadosz	+48 (12) 65-26-353	+48 (12) 65-26-102	
Expediter	Zdzisaw Szczur	+48 (12) 65-26-351	+48 (12) 65-26-349	
Deliveries	Zbigniew Jardel	+48 (12) 65-26-356	+48 (12) 65-26-349	
PMT Contact	Ilona Baranska	+48 (12) 65-26-198	+48 (12) 65-26-102	

**PAPER ORDER INFORMATION**

Manifests must be sent to Zbigniew Jardel

Order Acknowledgements and Furnished POs must be provided to Zdzisaw Szczur.

Plant is currently not EDI-capable.

**APPOINTMENTS**

Monday – Sunday 24 hours by appointment.

**VEHICLE SPECIFICATIONS**

Curtain sided vehicles only, reel in standing position

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Sunday Press 2000	1250mm	1450mm	2,800 kg		
M600 Cover Press	1250mm	960mm	1,500 kg		

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 216 Greenfield Road, Lancaster, PA 17601-5885

Deliveries: 216 Greenfield Road, Lancaster, PA (Area B)

Rail: **"LSC Communications - Greenfld"** must be the first line of the rail delivery address, which is the only line to appear on the Norfolk Southern's computer system.

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator (Gravure), PMT Contact	Ryan Cover	717.293.2218	717.293.2316	ryan.cover@lsc.com
Paper Coordinator (Offset), PMT Contact	Eric McComsey	717.293.2566	717.293.2316	eric.mccomsey@lsc.com
Deliveries	Roll Storage	717.293.2076	717.293.2316	LancEastRollDelivery@lsc.com
Carrier Claims	Mike Rudisill	717.293.2233	717.293.2316	michael.rudisill@lsc.com
Technical Support	Mike Rudisill	717.293.2233	717.293.2316	

**PAPER ORDER INFORMATION**

Order acknowledgements, manifests and furnished POs should be emailed to 'LancEastWestOAs@lsc.com'.

EMBARC Ship To Code: RRD0181

**TRANSPORTATION INSTRUCTIONS**

Rail delivery is required on all orders greater than 125,000 lbs. Railcars shipping from any mill location must be limited to a total of 2 cars/day per order. If conflict arises with this restriction, contact paper coordinator.

Rolls standing vertically in trucks cannot exceed 8,600 lbs. Drop trailers are not accepted. No bilge loading except >96" rolls shipped in cradles. Bilge-loaded rolls in cradles are to be used ONLY for emergencies or to round out an order that is otherwise coming by rail. The division cannot accept more than one truck per day of bilge-loaded rolls in cradles without prior approval. Rolls shipped on cardboard cradles must have a min. 6" clearance for fork truck.

NOTE - The division strongly recommends that mills do not use bulkhead door cars. Any use requires the division's prior approval.

Norfolk Southern - The first line of the delivery address (which is the only line to appear on Norfolk Southern's computer system) MUST appear as follows - **"R. R. Donnelley - Greenfld"**. Rail service is provided Monday through Friday.

**APPOINTMENTS**

Trucks by appointment 24 hours a day Monday through Friday. Appointments must be requested 24 hours in advance. Phone: 717.293.2076

**DIRECTIONS**

Plant is located at SW corner of Route 30/Greenfield Road interchange. Proceed to Area B (follow directions on map at gate).

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"	F Plate / High Cube - OK	60'	
Truck	6"			

**Lancaster East Continues On Next Page**

***ROLL SPECIFICATIONS***

<b>Press</b>	<b>Roll Diameter</b>	<b>Maximum Width</b>	<b>Maximum Weight</b>	<b>CCTI Code</b>	<b>Core Type</b>
Offset - KBA (956,957,958)	50"	68"	7,000 lbs	3-X14	Fiber Plain
Offset - M1000BE (960)	50"	34.5"	3,500 lbs	3-F9	Fiber Plain
Offset - S2000 (963)	50"	37.5"	3,530 lbs	3-F9	Fiber Plain
Offset - S3000 (961,962)	50"	57"	5,730 lbs	3-H12	Fiber Plain
Offset - Goss S3000 Wide (964)	50"	71.75"	8,000 lbs	3-U16	Fiber Plain
Gravure	50" (*)	96"	7,000 lbs	6-F9 (**)	Fiber Plain
Gravure	53"	Over 96"-125"	12,100 lbs	6-X14 (**)	Fiber Plain

Plant does not accept gravure paper that has been resized or rewound. All such paper will be rejected.

(\*) Rolls should be made to 50" diameter or 7,000#, whichever occurs first.

(\*\*) **6" Fiber Plain Cores are required on all gravure orders.**

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 1375 Harrisburg Pike, Lancaster, PA 17601-2699

Deliveries: Dock B, 1375 Harrisburg Pike, Lancaster, PA 17601-2699

Rail: "LSC Communications - Harrisburg" must be the first line of the rail delivery address, which is the only line to appear on the Norfolk Southern's computer system.

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, PMT Contact	Thomas Lefever	717.293.3890	717.293.3470	thomas.lefever@lsc.com
Deliveries	Roll Storage	717.293.3917	717.293.3426	HarrisburgPikePaperDeliveries@lsc.com
Carrier Claims	Kevin Miller	717.293.3839	717.293.3470	kevin.t.miller@lsc.com
Technical Support	Kevin Miller	717.293.3839	717.293.3470	kevin.t.miller@lsc.com

**PAPER ORDER INFORMATION**

Order acknowledgements, manifests and furnished POs should be emailed to LancEastWestOAs@lsc.com.

EMBARC Ship To Code: Division Warehouse: RRD0061

**TRANSPORTATION INSTRUCTIONS**

Cars shipping from any mill locations must be limited to a total of 3 cars/day per order. If a conflict arises with this restriction, contact the sites paper coordinator.

The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the division's prior approval.

NOTE - The division strongly recommends that mills do not use bulkhead door cars. Any use requires the division's prior approval.

Norfolk Southern - The first line of the delivery address (which is the only line to appear on Norfolk Southern's computer system) MUST appear as follows - "LSC Communications - Harrisburg".

**APPOINTMENTS**

Trucks by appointment 24 hours a day Monday through Friday. Phone: 717.293.3917

Rail appointments 24 hours a day. Phone: 717.293.3917.

The following information is required to schedule an appointment: Purchase Order Number, Paper Size, Paper Type, Basis Weight, Number of Rolls, Trailer # of Truck Delivering.

**DIRECTIONS**

Take Route 30 to Harrisburg Pike. Turn East onto Harrisburg Pike. Planet is 1/4 mile on the left.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"		50'	
Truck	6"			

**Lancaster West Continues On Next Page**

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
M1000BE	50"	35"	3,500 lbs	3-F9	Fiber Plain
M1000	50"	Min 35" : Max 38"	5,300 lbs	3-F9	Fiber Plain
M3000	50"	54"	5,730	3-H12	Fiber Plain
S3000	50"	Min 54" : Max 57"	5,730	3-H12	Fiber Plain
Goss (688)	60"	72"	9,000 lbs	3-U16	HD Fiber Plain

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 3401 Heartland Drive, Liberty, MO 64068

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Bev Kraft	816.792.6383	816.792.2031	beverly.c.kraft@lsc.com
Inventory Control	Kent Koffenberger	816.792.6318	816.415.6685	kent.p.koffenberger@lsc.com
Deliveries, Appointments	Wanda Elschlager	816.792.6468	816.415.6685	wanda.elschlager@lsc.com

**PAPER ORDER INFORMATION**

Order Acknowledgements should be emailed to liberty-purchasingreceiving@lsc.com  
 DUNS #005119573

**APPOINTMENTS**

Trucks by appointment only - Monday through Friday – 7:00am to 2:30pm. 24 hour advanced notice for deliveries over 10,000 pounds.

**DIRECTIONS**

From the East: Take I-70 West to I-435 North to I-35 North to exit 20. Go thru 1st stoplight onto North 69 highway. Proceed 1 mile and turn right at next stoplight. Proceed to stop sign and turn left. From the North: Take I-435 East to Hwy 152 East to I-35 North. I-35 North to exit 20. Go thru 1st stoplight onto North 69 hwy. Proceed 1 mile and turn right a next stoplight. Proceed to stop sign and turn left.

**VEHICLE SPECIFICATIONS**

Plant cannot accept rail shipments.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	18"	18" From Roof		

\* Last two rolls in the truck must not be double decked.

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
All Presses	50"	37.5"	3,500 lbs		3" fiber cores, un-notched, plugs

Two rolls per package are allowed for roll widths of 28" or less.

All rolls should be 50" diameter. Roll diameters less than 50" must be approved by the Paper Coordinator.

No stenciling on roll-ends.

Twin pack rolls must have two roll labels.

All rolls must have labels facing the trailer door.

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 19681 Pacific Gateway Drive, Torrance, CA 90502-1168

Truck Deliveries: 19681 Pacific Gateway Drive, Torrance, CA 90502

Rail Deliveries: C/O BNSF-QDC, 4900 Alexander St, Commerce, CA 90040-3022

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Transit Claims, PMT Contact	Liza Astakhova	310.516.3289	310.516.3224	elizaveta.astakhova@lsc.com
Expediter, Deliveries	Larry Sanchez	310-516-5306	310-516-5307	larry.sanchez@lsc.com

**GENERAL INFORMATION**

EMBARC Ship To Code: (Division Warehouse) RRD0221 BNSF / QDC, Commerce, CA RRD0222

Rail Carrier: BNSF

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Purchase Orders should be faxed or emailed to Elizaveta Astakhova. See contact information above.

**APPOINTMENTS**

Truck deliveries by appointment only between 0600 to 1500. Call Larry Sanchez at 310.516.5306. With advance arrangements rush shipments can be accepted 24 hours a day.

**DIRECTIONS**

**From East** – Take I-15 South to 91 Freeway West – go to end of Freeway. At Vermont Ave, turn left. Go about 1 mile to Knox Street, turn Right. At Pacific Gateway Dr, turn left and dock is first driveway on right.

**From North** – Take I-5 South to I-405 South. Exit Vermont Ave, turn right on 190th Street, then left on Pacific Gateway Drive – At Knox Street go straight and dock is first driveway on right.

**VEHICLE SPECIFICATIONS**

The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the plant's prior approval.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>
Truck	12"		
Rail	12"		

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
M-1000	50"	38"	3,600 lbs	3-M6	FP w/plugs
M-3000	50"	56"	5,500 lbs	3-H12	FP w/plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 4201 Murray Place, Lynchburg, VA 24501

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Deliveries	Vincent Flowers	434.522.7510	434.522.7473	vincent.flowers@lsc.com
Paper Coordinator, PMT Contact, Deliveries	Rhonda Tomlin	434.522.7412	434.522.7473	Rhonda.Tomlin@lsc.com
Paper Coordinator	Mark Epperson	434.522.7490		

**PAPER ORDER INFORMATION**

Manifests should be faxed/mailed to Rhonda Tomlin.

Order Acknowledgements and Purchase Orders should be faxed or mailed to Vincent Flowers.

EMBARC Ship To Code : (Division Warehouse) RRD0761

Rail Carrier: Norfolk Southern

**TRANSPORTATION INSTRUCTIONS**

Delivering carrier – Cars shipping from any mill location must be limited to 4 cars per day. Trucks not allowed to drop loads.

**APPOINTMENTS**

Trucks by appointment only between 7:00am – 7:00pm (Monday-Friday) Appointments must be made 24 hrs in advance by contacting Vincent Flowers or Rhonda Tomlin.

**DIRECTIONS**

**To Plant:** The Lynchburg, VA plant is located off Route 29 Business at exit 7. Take a right onto Murray Place. The plant is ½ mile on the right.

**To Dock:** Security guard will provide directions to unloading dock. After 5pm, call cell #-434-238-0423

**VEHICLE SPECIFICATIONS**

The division strongly recommends that mills do not use bulkhead door cars. Any use requires the division’s prior approval.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"			
Truck	6"			

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
	50"	Less Than or Equal To 78.75"	8,000 lbs	6F9	FP No Plugs
	50"	Greater Than 78.75", Less Than 96.375"	8,000 lbs	6F12	FP No Plugs

6" Plain Fiber Cores are required on all orders.



**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Paper Coordinator, Expeditor, PMT Contact	Cathy Brown	763.315.8262	763.315.8104	cathy.l.brown@lsc.com
Deliveries	Josh Carlson	763.315.8230	763.315.8252	MGRceiving@lsc.com

**GENERAL INFORMATION**

Plant cannot take rail shipments; no rail siding is available.

All rail shipments must be cross docked by the mill and trucked to the plant.

EMBARC Ship To Code: RRD6071

**PAPER ORDER INFORMATION**

Manifests, OA's and purchase orders should be emailed to 'cathy.l.brown@lsc.com'.

**APPOINTMENTS**

Appointments are to be scheduled via email at MGRceiving@lsc.com at least 7 days prior to the delivery date, between 7:00am-3:00pm Monday through Friday. Please include PO#, paper size, basis weight and job name when scheduling an appointment.

Receiving hours are 7:30am-3:00pm Monday through Friday (Except holidays and exceptions).

If you have further questions call Josh at 763.315.8230 or Mike at 763.315.8259. Do not provide these numbers to the drivers.

Drivers may call 763.315.8100 for directions or for after hour emergencies.

**DELIVERY ADDRESS**

7401 Kilmer Lane, Maple Grove, MN 55369

**DIRECTIONS**

From the West, Follow I-94 East - Take the US-169 N exit. At the next exit going north on US-169 (approximately 0.7 miles), take the (CR-130) 77th Ave. N/Brooklyn Blvd exit - turn LEFT. Continue traveling west to cross over the bridge above US-169. Turn LEFT onto Kilmer Lane N. at the traffic light just west of the bridge (Kilmer Lane runs parallel to US-169). LSC plant is a few blocks down on the RIGHT - Receiving Department is first driveway on the north end of the complex.

From the North, Follow I-35W south bound. Take exit #30/US-10 W onto US-10 W - travel west 3.9 miles. Keep right onto MN-610 W and continue traveling west for 7.1 miles. Take the US-169 S exit - continue south for approximately 3.0 miles. Take the (CR-130) 77th Ave. N/Brooklyn Blvd exit - turn RIGHT. Take an immediate LEFT onto Kilmer Lane N. at the next traffic light. LSC plant is a few blocks down on the RIGHT - Receiving Department is first driveway on the north end of the complex.

From the East, Follow I-94 West - past both downtowns of St.Paul and Minneapolis. Approximately 10 miles west of downtown Minneapolis - Take the US-169 N exit. At the next exit going north on US-169 (approximately 0.7 miles), take the (CR-130) 77th Ave. N/Brooklyn Blvd exit - turn LEFT. Continue traveling west to cross over the bridge above US-169. Turn LEFT onto Kilmer Lane N. at the traffic light just west of the bridge (Kilmer Lane runs parallel to US-169). LSC plant is a few blocks down on the RIGHT - Receiving Department is first driveway on the north end of the complex.

From the South, Follow I-494 West. Take the US-169 N exit. Go approximately 16 miles. Take the (CR-130) 77th Ave. N/Brooklyn Blvd exit - turn LEFT. Continue traveling west to cross over the bridge above US-169. Turn LEFT onto Kilmer Lane N. at the traffic light just west of the bridge (Kilmer Lane runs parallel to US-169). LSC plant is a few blocks down on the RIGHT - Receiving Department is first driveway on the north end of the complex.

**Maple Grove Continues On Next Page**

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	6"	108"		

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
P1	50"	37.875"	3,600 lbs		3-U16 FP w/plugs
P4	50"	37.875"	3,600 lbs		3-U16 FP w/plugs
P5	50"	53.875"	5,500 lbs		3-U16 FP w/plugs
P6	50"	53.875"	5,500 lbs		3-U16 FP w/plugs
P7	50"	34.875"	3,600 lbs		3-U16 FP w/plugs
P9	50"	71.875"	7,500 lbs		3-U16 FP w/plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 6821 E County Rd. 1100N, Mattoon, IL 61938

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Paper Department Crew Leader	Brad Davis	217.258.2766	217.258.2736	brad.davis@lsc.com
Paper Department Crew Leader	Alan Buckler	217.258.2766	217.258.2736	alan.buckler@lsc.com
Customer Contact, PMT Contact	Ricky Vanneste	217.258.3056	217.258.2827	ricky.j.vanneste@lsc.com
Carrier Claims	Lynn McFarland	217.258.2773	217.258.2736	lynn.mcfarland@lsc.com
Deliveries	Mattoon Roll Storage	217.258.2766	217.258.2736	
Material Analyst	Kirby Floyd	217.258.2885	217.258.2736	kirby.floyd@lsc.com

**PAPER ORDER INFORMATION**

EDI Packing List required in vehicle; extra charge for hand manifesting on receipt.

All Manifests, Order Acknowledgements and Furnished PO's – Attn: Mattoon Roll Storage.

EMBARC Ship To Code : RRD0071

**TRANSPORTATION INSTRUCTIONS**

Rail preferred for orders exceeding 100,000 pounds. Rail required for orders exceeding 160,000 pounds. To receive approval to ship orders over 160,000 pounds by truck contact Mattoon Roll Storage (217.258.2766, mattoonrollstorage@lsc.com). Shipments from any mill location must be limited to a total of 4 rail cars/day per order. If conflict arises with this restriction, contact Brad Davis. The Plant strongly recommends the Mills do not use bulkhead door cars. Drop trailers are not accepted. Use of refrigerated semi trailers to transport paper is prohibited and will not be accepted.

**APPOINTMENTS**

24 hours for Rail; 24 hours for Truck (Monday-Friday) - appointments needed. Call Mattoon Roll Storage between the hours of 7:00am - 3:00pm, Monday through Friday to schedule delivery appointments @ 217-258-2766

**DIRECTIONS**

**From I-57:** Take Exit 192 West to Route 45. Turn North on Route 45 and travel approximately 3/4 of a mile to County Road 1100 North. Turn right (East) on County Road 1100 North and proceed to the East entrance. Stop at the gate and check in with receiving before proceeding to the dock.

**VEHICLE SPECIFICATIONS**

The division strongly recommends that mills do not use bulkhead door cars. Any use requires the division's prior approval.

<b>Mode</b>	<b>Overhead Clearance</b>	<b>Maximum Height</b>	<b>Maximum Length</b>	<b>Inside Clearance</b>
Rail	6"			
Truck	18" See Note			

Note: Trailers - minimum 13'6" in height.

**Mattoon Continues On Next Page**

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Offset	50"	Up to 25.875"	3,500 lbs	3-H12	FP With Plugs
Offset	50"	26" up to 38"	3,500 lbs	3-H12	FP No Plugs
Gravure	50"	Less Than Or Equal To 70"	5,500 lbs	3-H12	FP No Plugs
Gravure	50"	Greater Than 70"	7,500 lbs	3-X14	FP No Plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 800 Midway Road, PO Box 60, Menasha, Wis 54952

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Warehouse Supervisor	Ed Roberts	920.486.2542	920.486.2550	edward.m.roberts@lsc.com
Paper Procurement	Barb Miller	920.486.2544	920.486.2550	barb.j.miller@lsc.com
Appointments, Deliveries	Receiving Desk	920.486.2547	920.486.2550	

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Furnished PO's must be Faxed to 920.486.2550, or e-mailed to the paper buyer/coordinator. ANSI X12

**TRANSPORTATION INSTRUCTIONS**

Paper deliveries may be received by rail or truck. Rail cars limited to 3 per day of rail service (varies according to CN rail service schedule). Rolls must be loaded on end.

No double decking of rolls in doorway of railcar or truck. Leave 6" clearance in front of door. One roll label facing out. LSC item number and P.O. number should appear on all product labels and shipping documents.

Rail Carrier : Canadian National (CN)

**APPOINTMENTS**

Drivers should call a minimum of 24 hours prior to arrival to arrange an appointment call the Receiving Desk, 920.486.2547. Receiving Hours: Mon – Fri. 7:00am to 2:00pm, other hours available by special appointment only.

**DIRECTIONS**

Call LSC Menasha direct 920.486.2400 (option 03).

**VEHICLE SPECIFICATIONS**

The division strongly recommends that mills do not use bulkhead door cars. Any use requires the division's prior approval. Inter-modal containers and refrigerated trailers must be high cube.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"	17' 8"	50'	
Truck	6"	13' 6"		Minimum inside trailer height of 100"

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
	50"	38"	8,000 lbs		3" disposable unnotched fiber cores , no metal ends
	50"	57"	6,000 lbs		3" disposable unnotched fiber cores , no metal ends

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail: 1600 N. Main Street, Pontiac, IL 61764

Deliveries: 1600 N. Main Street, Pontiac, IL 61764 Attn: Doors 13/14 for Roll Stock

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Inventory Control	Jayne Bressner	815.844.1488	815.844.1322	jayne.s.bressner@lsccom.com
Deliveries	Automated Call Back	815.844.1328	815.844.1322	

**PAPER ORDER INFORMATION**

Manifests and Order Acknowledgements must be provided to Jayne Bressner.

Furnished PO's must be provided to the account CSR. All rolls should have the account name on the roll label.

EMBARC Ship To Code: RRD 0941

**TRANSPORTATION INSTRUCTIONS**

Plant cannot unload a 12' 6" trailer.

Plant does not have rail capability.

**APPOINTMENTS**

Monday – Friday – 7AM – 10PM; Trucks require appointments and must be made at least 48 hours in advance – Call 815-844-1328 to make an appointment.

**DIRECTIONS**

Directions are available by calling 815.844.1468

**I 55 Southbound:** take exit 201. At the top of the ramp turn left and proceed approximately 2 miles to the 1st set of stoplights. Turn left go appx. 1/4 of a mile to 1st right hand turn, turn right. Road jogs to the left follow to the stop sign. At the stop sign proceed straight to next right hand turn which is a T intersection. Turn right go over 2 sets railroad tracks and take 1st left. You will be coming down the side of the building to the shipping area. Northbound on I 55 take exit 201 at the top turn right and follow above directions.

**I 55 Northbound:** take exit 201 and turn right. Follow directions above.

**VEHICLE SPECIFICATIONS**

Plant cannot accept rail shipments.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	6"	13' 6"		

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Offset	50"	37.5"	3,500 lbs	3-M6	FP w/plugs
Offset	50"	19"	2,000 lbs	3-L4	FP w/plugs

All rolls should be made to 50" diameter + 0", - 2".

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, PMT Contact	Susan Boner	775.834.9747	775.834.9789	susan.boner@lsc.com
Expediter, Deliveries	Jim Wallwork	775.834.9738		james.wallwork@lsc.com

**GENERAL INFORMATION**

EMBARC Ship To Codes: BNSF QDC, Sparks NV) RRD0292

**PAPER ORDER INFORMATION**

Manifests, order acknowledgements and furnished POs should be provided to Susan Boner.

**APPOINTMENTS**

Rail deliveries accepted 24 hours each day. Truck deliveries require an appointment. Call 775.834.9738.

**DELIVERY ADDRESS**

14100 Lear Blvd, Reno NV 89506-1657

**DELIVERY DIRECTIONS**

From I-80 take 395 North to exit 78 (Red Rock). Right on Red Rock road. Right on Moya. Right to Lear, cross over RR tracks to the first driveway on left. Receiving docks are around the back of the building.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	12"			
Truck	18"			

\* Trailers - Minimum 13'6" In Height

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Gravure	50" Max / 48" Min	108.0"	Up To 6,300 lbs	6-M6	FP no plugs
Gravure	50" Max / 48" Min	108.0"	Up To 8,100 lbs	6-F9	FP no plugs
Gravure	50" Max / 48" Min	108.0"	Up To 9,800 lbs	6-H12	FP no plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

**Mail :**

Print LSC Communications DE MEXICO, S DE R.L. DE C.V.

AV. Central 235, Zona Industrial Valle de Oro

San Juan Del Rio, Queretaro, 76802 Mexico

**Deliveries :**

UIS INTERNATIONAL SERVICE CORP.

ATTN Ing. Jaime Mejido or Marco Gonzalez

506 Grand Central Blvd. Milo Distribution Center, Laredo, TX. 78041

Phone: 956-717-0080, Fax 956-717-0081

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
Paper Coordinator, Expediter	Monica Chavez	011.52.427.271.9223	monica.h.chavez@lsc.com.com
Deliveries	Ing. Jaime Mejido	956.717.0080	
Deliveries	Marco Gonzalez	956.717.0080	

**PAPER ORDER INFORMATION**

Manifests and a copy of the invoice should be emailed to Liliana Cruz (liliana.c.galvan@lsc.com.com).

Order Acknowledgements, Furnished PO's and Certificates of Quality should be sent to Monica and Analy Salmeron by email : analy.salmeronflores@lsc.com.com monica.h.chavez@lsc.com.com.

In order to import paper into Mexico, a copy of the 'commercial invoice' must accompany the shipment on arrival at UIS INTERNATIONAL SERVICE CORP. prior to shipment via "Fed Ex". (Attention CP. Marco Gonzalez, UIS INTERNATIONAL SERVICE CORP. Fax 956- 717-0081).

A copy of the invoice should also be send by email to : analy.salmeronflores@lsc.com.com monica.h.chavez@lsc.com.com and liliana.c.galvan@lsc.com.com.

Commercial invoice must contain: Name and address of seller, date and place of shipment origination, PO#,the statement "Printing Paper" and estimated date of arrival at border and environmental certificate FSC or SFI if the paper was ordered with this certification. . Certificate of Quality and Certificate of Origin required for each shipment.

**APPOINTMENTS**

Monday through Friday from 9:00am to 5:00pm local time.

**TRANSPORTATION INSTRUCTIONS**

Plant strongly prefers that rail delivery is NOT used.

**Truck Deliveries :** Trucks must be capable of sending trailer across the border. Truck delivery is accepted only at the border.

**Rail Deliveries :** The mill should leave clearance in the doorway for the clamp truck. Whenever possible use cars with large doorways. Mark the doorway used to load the car with a sign stating "unload this side." A manifest is to be sent with the shipment. A copy of the manifest should be emailed to: analy.salmeronflores@lsc.com.com monica.h.chavez@lsc.com.com and liliana.c.galvan@lsc.com.com to arrive prior to the arrival of shipment.

**San Juan del Rio Continues On Next Page**



**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck			53'	

\* Position rolls in trailer upright (standing on end), tied and properly secured.

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Greater Than 19 1/2"	50"	37.75"	2,640 lbs	3-L4	FP w/plugs
Less Than or Equal To 19 1/2"	50"	19 1.2"	1,100 lbs	3-L4	

**ADDITIONAL INFORMATION****Invoice Seller :**

The invoice must contain the name and address of the seller.

**Invoice Shipment Origin :**

The invoice must contain the date and place of the origin of the shipment.

**Invoice Shipment Destination :**

The invoice must contain an estimated date for arrival at the border. It must also include the ship to information as follows:

UIS INTERNATIONAL SERVICE CORP

506 Grand Central Blvd.

Milo Distribution Center

Loredo, TX. 78041

Attn: MARCO GONZALEZ

PHONE # (956) 717-0080, FAX # (956) 717-0081

**Invoice Stated Contents :**

The invoice must state that the contents of the shipment is "PRINTING PAPER" and environmental certificate FSC, SFI or PEFC if the paper was ordered with this certification.

**Invoice Purchase Order :**

The invoice must include the Purchase Order number.

**Invoice Sold To :**

The invoice must state that the paper was sold to:

PRINT LSC COMMUNICATIONS DE MEXICO S. DE R.L. DE C.V.

CERRADA DE GALEANA 26

FRACC IND LA LOMA

TLALNEPANTLA MEXICO, 54070

MEXICO

**Invoice Pricing :**

The invoice must separate the price of freight and insurance from the price of the merchandise.

**Payment :**

The original invoice should be sent for payment to:

PRINT LSC COMMUNICATIONS DE MEXICO S. DE R.L. DE C.V.

AV. CENTRAL 235

ZONA INDUSTRIAL VALLE DE ORO

SAN JUAN DEL RIO, QUERETARO, 76802

MEXICO

**Documents :**

The shipment must contain the following documents:

1. A Certificate of Quality
2. An invoice (copy)
3. A packing list
- 4.- Certificate of Origin

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Deliveries: 121 Matthews Drive, Senatobia, MS 38668

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expediter	Cindy Smith	662.562.5015 ext. 246	662.562.7647	
Deliveries	Sharon Sharp	662-562-5015 ext 280	662.562.8759	

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Furnished POs should be faxed to 662.562.7647. Division requires one copy to be sent with truck. DUNS #63937700

**APPOINTMENTS**

Trucks by appointment only - Monday 7:00am through Friday 10:00pm. Deliveries outside of normal hours by advance arrangements only.

**DIRECTIONS**

**I-55 South** to Senatobia Exit (State Hwy 4). Follow Hwy 4 (West) to the first red light. Turn Right. This is a bypass around town to Industrial Park. Follow bypass through one red light and one 4-way stop to Matthews Drive. The plant is on the right side of Matthews Drive approximately ¼ mile from the 4-way stop. Please use the receiving entrance.

**VEHICLE SPECIFICATIONS**

Plant cannot accept rail shipments.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck	12"	14'		

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
All Presses	50"	37.0"	3,000 lbs	3-M6	FP with Plugs

All rolls should be 50" diameter. Roll diameters less than 50" must be approved by the Paper Coordinator. Seller splices cannot be closer than 3" from the core.

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Truck Deliveries: 300 Jones Road, Spartanburg, SC 29307

Rail Deliveries: Rice, SC

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Janet Ward	864.579.6225	864.579.6347	janet.l.ward@lsc.com
Inventory Coordinator, Deliveries	Terresa Harris	864.579.6450	864.579.6347	terresa.harris@lsc.com
PMT Contact	Chasity Baynard	864.579.6452	864.579.6347	chasity.n.baynard@lsc.com

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Furnished POs should be provided to Janet Ward.

RRD Dunn's Number: 121603559

**TRANSPORTATION INSTRUCTIONS**

Cars shipping from any mill location must be limited to a total of 3 cars/day per order. If conflict arises with this restriction, contact Janet Ward. No refrigerated trailers. No bilge loading except 96.75" rolls shipped in cradles.

EMBARC Ship To Code: RRD0171 (Division Warehouse)

Rail Carrier: CSXT, Railhead address: "Rice, SC"

**APPOINTMENTS**

Receiving docks are open 24 hours Monday through Friday. Call Terresa Harris for appointments (864-579-6450/7:00 a.m. - 3:00 p.m.)

After hours, leave PO#, Origin, Date, Time and Phone No. for return call. For emergencies, call Guard Station (864-579-6000)

**DELIVERY DIRECTIONS**

**I-85 North:** I-85 North; Right onto Highway 221; 1 Block and go left at the first road on your left. Follow 1/2 mile to plant.

**VEHICLE SPECIFICATIONS**

NOTE – The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the plant's prior approval.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	6"	High Cube Cars Only	125"	
Truck	6"		122"	

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
Less Than 70"	50"	70"	7,000 lbs	6-H12	FP, no plugs
Greater Than 70.0625"	50"	96 3/8"	9,000 lbs	6-H12	FP, no plugs
Greater Than 96.375"	53"	125"	12,000 lbs	6-U16	FP, no plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.

All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Truck Deliveries: One Shenandoah Valley Drive, Strasburg, VA 22657

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Paul Stickles	540.465.6522	540.465.6523	paul.d.stickles@lsc.com.com
Paper Warehouse	Sean Davis	540.465.6519		sean.m.davis@lsc.com.com
Delivery Appointments	Dispatch	540.465.6617		

**PAPER ORDER INFORMATION**

Manifests, Order Acknowledgements and Furnished POs must be emailed to Paul Stickles.

**TRANSPORTATION INSTRUCTIONS**

Plant accepts both rail and truck shipments.

EMBARC Ship To Code: RRD0171 (Division Warehouse)

Rail Carrier: Norfolk Southern Railway, Controlling Station: Menassas, VA, Track: L10

**APPOINTMENTS**

Trucks: Drivers should call 48 hours prior to arrival to arrange an appointment. Our delivery telephone number is (540) 465-6617. Call Monday thru Friday between the hours of 8am to 5pm. Receiving is by appointment ONLY Please make sure you provide the supplying mill, the paper width, the basis weight, grade of paper and any purchase order numbers (and/or customer marking) to facilitate scheduling an appointment.

**DELIVERY DIRECTIONS**

Interstate 81 to exit 298 turn on to Route 11 and travel 2 miles into Strasburg. Come to 1st stop light and turn left onto Route 55 East. Travel 3/4 of a mile and LSC Communications is on the right, large blue building. Enter at the first entrance, Receiving.

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>Core Type</u>
M1000 (P-76)	50"	37"	3,000 lbs	FP, with plugs
M1000 (P-74)	50"	37"	3,000 lbs	FP, with plugs
M1000 (P-80)	50"	18.5"	3,000 lbs	FP, with plugs
M1000 (P-78, P-82)	50"	37"	3,800 lbs	FP, with plugs
M1000 (P-81, P-83)	50"	34"	3,800 lbs	FP, with plugs
M2000 (P-85, P-86)	50"	57"	5,291 lbs	FP, with plugs

**NOTICES**

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All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**CONTACTS**

<b>Responsibility</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Paper Coordinator	Travis Garner	574-267-9332	574-267-9960	travis.n.garner@lsc.com
Expediter, Deliveries	Peggy Zimmerman	574-267-9356	574-267-9960	peggy.zimmerman@lsc.com

**GENERAL INFORMATION**

EDI and Packing List required for each vehicle; extra charge for hand manifesting on receipt.

EMBARC Ship To Code: RRD0041

**PAPER ORDER INFORMATION**

Manifests should be emailed to 'Deborah.Shelton@lsc.com'.

**TRANSPORTATION INSTRUCTIONS**

Cars shipping from any mill location must be limited to a total of 5 cars/day per order. If conflict arises with this restriction, contact Deanna Heath.

Rolls over 104" shipped via truck must be on flat beds or vans lying down. Rolls shipped in boxes must be on cardboard cradles with minimum 6" for fork truck clearance. Refrigerated trucks not accepted. Rolls on flatbed must be protected from weather; curtain trucks acceptable. Trailers should support hoist truck of 25,000 #'s. Must have minimum of 6" doorway clearance for trucks and railcars.

RAIL CARRIER: CSXT – From East through Lima, OH. VIA CSXT-CF&E; From West through Barr yard Chicago VIA CN- IHB-CF&E;

NOTE: Waybill must indicate VIA CF&E

**APPOINTMENTS**

Deliveries by appointment only. Contact Deb Shelton at 574-267-9356 between 7:00am and 3:00pm ET. The following information is required to schedule an appointment; Purchase Order Number, Name of Customer, Roll Width, Basis Weight and Trailer Number of Delivery Truck.

Receiving hours are 12:00am Monday - 10:00pm Friday (24 hours a day during that period).

**DELIVERY ADDRESS**

2801 W. Old Route 30, Warsaw, IN 46580-0837

**DIRECTIONS**

US 30 to CR 350W. South to Old 30 and East to Plant. Warsaw Division Directions Hotline: 574-267-9917. This is automated telephone directions to the plant.

**VEHICLE SPECIFICATIONS**

<b>Mode</b>	<b>Inside Clearance</b>	<b>Maximum Height</b>	<b>Maximum Length</b>
Rail	18"		
Truck	6"	104"	

**Warsaw Continues On Next Page**

## ***ROLL SPECIFICATIONS***

<b><u>Press</u></b>	<b><u>Roll Diameter</u></b>	<b><u>Maximum Width</u></b>	<b><u>Maximum Weight</u></b>	<b><u>CCTI Code</u></b>	<b><u>Core Type</u></b>
Offset	50"	34.5"	3,500 lbs	3-F9	FP No Plugs
Offset	50" Max / 48" Min	57"	5,732 lbs	3-H12	FP No Plugs
Gravure	50"	To 69"	6,000 lbs	6-M6	FP No Plugs
Gravure	50"	To 78.75"	6,800 lbs	6F9	FP No Plugs
Gravure	50"	125"	10,000 lbs	6-U16	FP No Plugs

**NOTICES**

Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.

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All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.

Paper ordered must comply with all aspects of the current version of the LSC Communications Paper Specifications - Section A and Section B.

Paper mills must accept digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown in the media type provided.

**ADDRESSES**

Mail, Truck Deliveries: 1145 Conwell Avenue, Willard, OH 44888

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expediter	Bob Shepard	419.933.5596	419.933.5447	
Deliveries	Elana Hughes	419.933.5596	419.933.5594	

**PAPER ORDER INFORMATION**

Manifests must be faxed to Elana Hughes. Order Acknowledgements and Furnished POs must be faxed to Bob Shepard.

**TRANSPORTATION INSTRUCTIONS**

Plant accepts both rail and truck deliveries.

Rail Carrier: CSX / Norfolk Southern (Class 1), Ashland Railway (Class 2)

**APPOINTMENTS**

Truck deliveries by appointment only. Please call 419-933-5252 for an appointment Monday through Friday 7:00AM to 2:30PM.

**DELIVERY DIRECTIONS**

Call Willard's direct number at 419.935.0111 and select option 3 to receive directions.

**VEHICLE SPECIFICATIONS**

NOTE – The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the plant's prior approval.

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	20'	20'	70'	
Truck	13' 6"	13' 6"	53'	

\* Minimum clear space for unloading trucks: 16"

\* No double decking of rolls in doorway of rail car or truck.

**ROLL SPECIFICATIONS**

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
KB Presses	50"	38"			FP, Slotted
Baker Perkins	50"	38"			FP, Slotted
Timson	50"	53"			FP, Slotted
Goss (320)	50"	54"			FP, Slotted
Goss	50"	75"			FP, Slotted
Cottrell	42"	66"			FP, Slotted