



Receiving Requirements

Binders Board



Paperwork Requirements:

All shipments shall have a numbered packing slip and include:
Worzalla's purchase order number and line number;
vendor's name;
quantity of pallets in the shipment;
quantity of material on each pallet.
Certified material shall have FSC/SFI CoC#

Pallet Requirements:

Pallet size shall be 40" x 48".

Load Requirements:

Pallets shall have a protective material placed on the pallet boards.
Product is to be piled/stacked within the perimeter of the pallet.
Maximum load height (from floor) 53".
Product shall have protective top.
Product shall have 2-way metal or vinyl banding, and film wrapped.
Removable sample(s) of product shall be attached to the top or front of one load.

Identification Requirements:

All loads must include two identification tags - front/side and include:
Worzalla's purchase order number and line number;
vendor name;
quantity of material on pallet;
description of material on pallet;
pallet identification (i.e. 1 of 5, 2 of 5, etc.).
Certified material shall have FSC or SFI logo.