



RECEIVING REQUIREMENTS

CORRUGATED BOOKFOLDS



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.

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.
Product shall be stacked uniformly with white side up.
Maximum load height (from floor) 53".
Product shall have protective top, and corners.
Product shall have 2-way metal or vinyl banding.
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.).