



## Receiving Requirements

### Endleaf & Cover Stock Rolls & Sheeted



#### ***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 /Crate Requirements:***

Pallet boards and runners shall be unbroken.  
Crates shall adequately protect the product.

#### ***Load Requirements:***

Pallets shall have a protective material placed on the skid boards.  
Rolls shall be on pallets.  
Rolls shall be wrapped with a protective moisture barrier.  
Rolls shall have 1-way metal/vinyl banding.  
Sheeted material shall be wrapped on pallets or crated.  
Sheeted material shall have 2-way metal/vinyl banding.  
Crated product shall be protected from damage.  
Product is to be stacked within the perimeter of the pallet.  
Maximum load height (from floor) 53".  
Removable sample(s) of product shall be attached to the top or front of one load.

#### ***Identification Requirements:***

Each roll must include an identification tag; and/or  
sheeted material must have two (2) identification tags - front and side stating:  
Worzalla's purchase order number and line number;  
vendor name;  
quantity of material on pallet;  
description of material on pallet;  
indicate face side (i.e. up, down, in, out)  
pallet identification (i.e. 1 of 5, 2 of 5, etc.).  
certified material shall have the FSC or SFI logo