



KINGERY

Printing Company

CUSTOMER-SUPPLIED MATERIAL GUIDELINE

To avoid any additional charges, the customer product should...

1. Arrive on schedule.
2. Be of good quality.
3. Meet all necessary spoilage requirements as requested on the letter of quote.
4. Meet all necessary trim allowances. Contact your customer service representative (CSR) for a copy of the job layout showing the necessary trim allowances, bleed margin, binding lap, creep, etc.
5. Not limit Kingery's production speed.
6. Be labeled with the following basic information: the Kingery CSR name, the customer name, a material description and the quantity per skid/carton.

The customer should...

1. Notify their CSR in writing (e-mail is fine) of the material being supplied. We need to know the customer name, the job description and/or Kingery job number, what is being supplied, the quantity ordered (including all necessary spoilage) and date expected to arrive so the information can be forwarded to our receiving and purchasing departments.
2. Act upon our production needs immediately, if a problem arises, so the job flows smoothly and no other jobs are delayed.
3. Complete all damage claims and any other necessary paperwork for product not meeting specification.
4. Be responsible for and will be expected to pay all down production time and inspection costs associated with any non-compliant customer-supplied material.

SUPPLIED STOCK

Kingery Printing prefers supplied paper to be a first-run, brand name stock. From past experience, second sheets or job lot paper have caused problems and equipment slow down. We will refuse "problem paper" such as out-of-round rolls, crushed cores, paper wound too tight on one side-or-another, wrinkles within rolls, rolls with more than 2 splices, a poor print surface which may cause picking/poor image reproduction, etc. The quality of the stock must be guaranteed and required to run at our standard operating speeds. If it does not, the customer is liable for replacing the stock, compensating us for any down press time or slow down, and consequential costs that may occur.

When ordering roll stock, the customer must order **NO LESS THAN** the number of pounds requested on the letter of quote. Any extra roll stock shipped to us beyond the pounds required on the quote and/or not used after completion of the job will become a portion of Kingery's scrap stock and will be disposed of at our discretion. Special arrangements for repeat jobs or return of stock can be made. **NOTE:** Customers who wish to supply paper will incur a \$1 per cwt handling fee. Contact us with questions.

Roll Specifications

All rolls should be supplied 50" outside diameter (OD) on 3" cores. 40" OD rolls can be used when 50" OD is not available. If 40" ODs are supplied, the customer will need to provide an additional 1-1/2% of the pounds required for their project.

Sheetfed Specifications

On jobs that use less than 1 skid, carton packaging or bulk packaging on skids is acceptable. On jobs that use 1 skid or more, bulk packaging on skids is preferred. Corner protectors must be used to protect stock from being damaged.