

RR Donnelley  
Paper Roll Specifications

Section B - Plant Specifications

Version 4.1.45  
Effective April 15, 2016

# Table of Contents

Arlington, TX .....	3
Avon, CT .....	4
Baraboo, WI .....	6
Bloomsburg, PA .....	8
Charlestown, IN .....	9
Crawfordsville, IN .....	10
Danville, KY .....	12
Dwight, IL .....	13
Flaxby, England .....	15
Gallatin, TN .....	16
Glasgow, KY .....	18
Harrisonburg, VA - North Plant .....	19
Harrisonburg, VA - South Plant .....	20
Kendallville, IN .....	21
Krakow, Poland .....	23
Lancaster, PA - East Plant .....	25
Lancaster, PA - West Plant .....	27
Liberty, MO .....	28
Long Prairie, MN .....	29
Los Angeles, CA .....	31
Lynchburg, VA .....	32
Maple Grove, MN .....	34
Mattoon, IL .....	36
Menasha, WI .....	38
Newark, OH .....	39
Pineville, NC .....	40
Pontiac, IL .....	42
Portland, OR .....	43
Reno, NV - North Plant .....	44
Reno, NV - South Plant .....	45
Roanoke, VA .....	46
San Juan Del Rio, Mexico .....	48
Senatobia, MS .....	50
Seymour, IN .....	51
Spanish Fork, UT .....	52
Spartanburg, SC .....	53
Strasburg, VA .....	54
Warsaw, IN .....	56
Willard, OH .....	57

**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.

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

**ADDRESSES**

Mail, Deliveries: 401 N. Great Southwest Parkway, Arlington, TX 76011

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Deliveries/Appointments, Claims	Alice Gonzalez	682.560.4530	682.560.4560	alice.f.gonzalez@rrd.com
Deliveries/Appointments	Orville Wheat	682.560.4524	682.560.4560	orville.r.wheat@rrd.com

**PAPER ORDER INFORMATION**

This plant receives EDI and Papinet messages.

All railcar manifests must be faxed to 682.560.4560.

If manifests, order acknowledgements or furnished PO's cannot be sent electronically, then they must be faxed or emailed to Alice Gonzales.

**TRANSPORTATION INSTRUCTIONS**

Plant accepts truck deliveries only.

Railcars must be sent to a warehouse and off-loaded and trucked to the plant. Warehouses that service this location are:

<u>Warehouse Name</u>	<u>Phone Number</u>
BSP Warehouse, Dallas	972.432.0083
Pelham's Industrial Warehouse	972.647.0477
Warehouse Specialists	920.831.3745

**APPOINTMENTS**

Deliveries by appointment only. Must have a PO# and a description of the paper being delivered before calling for an appointment.

**DIRECTIONS**

From I-20 West – Take I20 to Grand Prairie, TX and then 360 North towards Dallas. Exit Division and go east on Division until you arrive at Great Southwest Parkway. Turn left. Plant is two blocks down on left hand side, second entrance. Alternate route during construction on 360 North: Take I20 West to Grand Prairie, TX but exit Great Southwest Parkway. Turn right (North) on to Great SW Pkwy for about 5-6 miles. After passing Division Street plant will be two blocks up on left side, second entrance.

From I-30 West – Take I30 West to 360 South. Exit Division Street and turn left (East). 3 miles down Division turn left at Great Southwest Parkway. Plant is two blocks down the road on left side, second entrance.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Truck				96"

**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>
201 C700	50" Max / 48" Min	65.5"	5,000 lbs	3-H12	FP No Slots, No Caps, No Inserts
202 C700	50" Max / 48" Min	65.5"	5,000 lbs	3-H12	FP No Slots, No Caps, No Inserts
203 C700	50" Max / 48" Min	65.5"	5,000 lbs	3-H12	FP No Slots, No Caps, No Inserts
204 M3000	50" Max / 48" Min	65.5"	5,000 lbs	3-H12	FP No Slots, No Caps, No Inserts
205 NC400	50" Max / 48" Min	35.5"	3,000 lbs	3-M6	FP No Slots, No Caps, No Inserts
206 NC400	50" Max / 48" Min	35.5"	3,000 lbs	3-M6	FP No Slots, No Caps, No Inserts

**AVON, CT**

**PLANT DELIVERY & MAIL ADDRESS:** 60 Security Drive, Avon, CT 06001

**DELIVERY APPOINTMENTS & CARRIER CLAIMS:**

	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
Mary Frances Chandler	860-269-2255	860-773-6199	<a href="mailto:mary.f.chandler1@rrd.com">mary.f.chandler1@rrd.com</a>

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

Avon Manufacturing Division receives EDI's and Papinet messages.  
**RRD DUNN'S# 145557927**

If information cannot be sent electronically email to: [mary.f.chandler1@rrd.com](mailto:mary.f.chandler1@rrd.com)  
or fax to 860-773-6199.

**TRANSPORTATION INSTRUCTIONS:**

Truck deliveries only  
Division does not have the ability to unload short height containers—door and inside height clearance must be 96"

**VEHICLE LOADING:**

<b>Mode:</b>	<b>Overhead Clearance</b>	<b>Max. Height</b>	<b>Max. Length</b>
Rail	NA	NA	NA
Truck	12"	80"	NA

**RAIL CARRIER:** No Rail Facilities

**DELIVERY INFORMATION APPOINTMENTS & HOURS:**

**Truck deliveries are by appointment only.**  
**Appointments must be requested 24 hours in advance. Call: 860-269-2255**

**DIRECTIONS TO PLANT:**

From I84 (East and West) – Exit #39 onto Rt 4 in Farmington. Continue straight off the exit. At the 2<sup>nd</sup> traffic light take a right onto Rte 10 North. Proceed approximately 5 miles to the intersection of Rte 10 and Rte 44. Turn left onto Rte 44. At the 5<sup>th</sup> traffic light turn left onto Darling Drive. Take the next left onto Security Drive. RRD is .3 miles on the left. The first entrance is for shipping and receiving.

**ROLL INFORMATION:**

<b>Press</b>	<b>Max. Diameter</b>	<b>Max. Width</b>	<b>Max. Weight</b>	<b>CCTI Code</b>	<b>Core Type</b>
300	50"	66"	5,000#	3-H12	FP No slots, No caps, No inserts
301	50"	66"	5,000#	3-H12	FP No slots, No caps, No inserts
302	50"	66"	5,000#	3-H12	FP No slots, No caps, No inserts
303	50"	36"	4,000#	3-H12	FP, No slots, No caps, No inserts

Minimum roll diameter is 48".

3" Plain Fiber Cores are required on all orders - ID target = 3.010, Wall = .660

**Any non-compliance on roll and/or core specifications must have prior notice and plant approval.  
Please contact Mary Frances Chandler 860-269-2255**



**BARABOO, WISCONSIN**

**PLANT DELIVERY ADDRESS:** 1300 Sauk Avenue, Baraboo, WI 53913

**MAIL ADDRESS:** 1300 Sauk Avenue, Baraboo, WI 53913

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Deb Rinderman	608-355-3672	608-355-3703
<b>EXPEDITER</b>	<b>PHONE</b>	<b>FAX</b>
Deb Rinderman	608-355-3672	608-355-3703
<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Teresa Lorence	608-355-3612	608-355-3703
<b>PMT CONTACT</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>
Deb Rinderman	608-355-3672	deb.l.rinderman@rrd.com

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PURCHASE ORDERS:**

Manifests – Vicki Mittlesteadt  
 OA's and Furnished PO's – Deb Rinderman  
 EMBARC Ship To Code RRD0271  
 RRD DUNN'S # 005119573

**TRANSPORTATION INSTRUCTIONS:**

Division can not take short height containers – does not have the ability to unload shipment – inside height clearance must be 96”

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6”	120”	
Truck	6”	108”	

**RAIL CARRIER:** Wisconsin & Southern

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Appointments required for truck deliveries. Receiving hours are between 7:00am-5:00pm Monday through Friday (Except Holidays). Appointments are to be made with Teresa Lorence between 8:00am-5:00pm Monday through Friday at (608) 355-3612. Railcars are received 24 hours a day.

**DIRECTIONS TO PLANT:**

**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 & 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 North,** (Wisconsin Dells) take Hwy 12 East to Baraboo to the first set of stoplights on the corner of Hwy 12 & Hwy 33. Proceed on Hwy 12 East approximately 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 through 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
M-1000	50”	37.0”	3,600 #'s		FP w/plugs
M-1000BE	50”	34”	3,527 #'s		FP w/plugs
M-3000	50”	52”	5,200 #'s		FP w/plugs
S-2000	50”	37”	3527 #'s		FP w/plugs
S-3000	50”	56”	5290 #'s		FP w/plugs

**\* INABILITY TO COMPLY WITH REQUESTED DIAMETERS MUST BE COMMUNICATED TO DIVISION - PLEASE CONTACT Deb Rinderman @ 608-355-3672 (work number) or 608-355-3703 (fax number).**

**BLOOMSBURG, PENNSYLVANIA - HADDON CRAFTSMAN**

**PLANT MAILING ADDRESS:**                      **4411 Old Berwick Rd  
Bloomsburg, PA 17815**

**PLANT DELIVERY ADDRESS:**                      **4410 Columbia Blvd.  
Bloomsburg, PA 17815**

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Steve Bennett	570-380-6701	570-380-6700
<b>EXPEDITER / CARRIER CLAIMS</b>	<b>PHONE</b>	<b>FAX</b>
Steve Bennett	570-380-6701	570-380-6700
<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Jeff Hopper	570-380-6727	570-380-6697

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – Fax to 570-380-6697  
**Order Acknowledgements & Furnished PO's** – Fax to 570-380-6697  
**EMBARC Corporate RLI Database**  
**RRD DUNN'S**

**TRANSPORTATION INSTRUCTIONS:**              Truck deliveries only

**VEHICLE LOADING:**

<b>Mode:</b>	<b>Overhead Clearance</b>	<b>Max. Height</b>	<b>Max. Length</b>
Rail	No Rail Facility	N/A	N/A
Truck	18"	18" from roof	N/A

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

**RAIL CARRIER:** No rail facilities

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Trucks by appointment only - Monday through Friday – 8:00am to 4:00pm    24 hour notice for deliveries over 10,000 pounds

**DIRECTIONS TO PLANT:**

From Interstate 80 East or West take exit 241 titled "Lime Ridge/Berwick" and head towards Lime Ridge/Bloomsburg on Rt. 11. Go through 2 traffic lights, 1 ½ miles after 2<sup>nd</sup> light you will see a miniature golf course on your right, slow down, as you will see the entrance to our facility on your left.

**ROLL INFORMATION:**

**ROLL SPECS:**

<b>Press</b>	<b>Max. Diameter</b>	<b>Max. Width</b>	<b>Max. Weight</b>	<b>CCTI Code</b>	<b>Core Type</b>
Harris Presses	50"	30.5"	Package Wt. 2,000#	XX	FP No Slots, No Caps
8" Timson Presses (ZMR & Non-ZMR)	50"	45.0"	Package Wt. 2,000#	XX	FP No Slots, No Caps
9" Timsons (ZMR & Non-ZMR)	50"	53.0"	Package Wt. 3,000#	XX	FP No Slots, No Caps

- Two rolls per package for roll widths of 30" or less
- Minimum roll diameter 40"
- No stenciling on roll-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.

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

## **CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Claims, Deliveries	Brian Ray	812.256.3396 ext 3120	812.256.5246	brian.a.ray@rrd.com

## **PAPER ORDER INFORMATION**

Acknowledgements should be emailed to 'charlestownpapergroup@rrd.com'.

## **GENERAL INFORMATION**

Plant accepts truck deliveries only.

Plant does not have the ability to unload short height containers.

## **APPOINTMENTS**

Deliveries by appointment only. Call 812.256.3396 ext 3120 to make an appointment.

## **DELIVERY ADDRESS**

100 Quality Court, Charlestown, IN 47111

## **DIRECTIONS**

Highway 265E to highway 62E (exit 10B). Take 62E approximately 8 miles. Turn left at the sign for Charlestown Industrial Complex. Go to stop sign and turn right. Take the first left. Take the first left (Quality Court). The Donnelley Charlestown plant will be on your right.

## **VEHICLE SPECIFICATIONS**

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

## **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>
700A	50" Max / 48" Min	66"	5,500 lbs	3-H12	FP No Slots, No Caps, No Inserts
700B	50" Max / 48" Min	66"	5,500 lbs	3-H12	FP No Slots, No Caps, No Inserts
700C	50" Max / 48" Min	58"	5,500 lbs	3-H12	FP No Slots, No Caps, No Inserts
700D	50" Max / 48" Min	66"	5,500 lbs	3-H12	FP No Slots, No Caps, No Inserts
500A	50" Max / 48" Min	40"	3,400 lbs	3-M6	FP No Slots, No Caps, No Inserts
500B	50" Max / 48" Min	40"	3,400 lbs	3-M6	FP No Slots, No Caps, No Inserts

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## ***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.

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

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## ***ADDRESSES***

Mail: 600 West State Road 32, Crawfordsville, IN 47933

North Plant Shipping/Receiving: 1000 West Jennison, Crawfordsville, IN 47933

South Plant Shipping/Receiving: 600 West State Road 32, Crawfordsville, IN 47933

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## ***CONTACTS***

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>
Paper Coordinator	Lori Jones	765-364-3067
Material Analyst	Caren Branson	765-364-3970
Material Analyst	Becky Kielau	765-364-3950
Material Analyst	Donna Foster	765-364-3446
Material Analyst	Dan Berninger	765-364-3867

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## ***PAPER ORDER INFORMATION***

This plant receives EDI and Papinet messages.

Manifests must be faxed to 765-364-4644.

Order Acknowledgements and Furnished POs must be faxed to 765-364-3397.

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## ***TRANSPORTATION INSTRUCTIONS***

It is very important that truckers have the correct address as shown above. Note: All paper deliveries must initially report in to the South Plant.

Directions can be obtained by calling 765-362-1300 option #3.

Rail carrier is CSXT.

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## ***APPOINTMENTS***

Deliveries by appointment only. Call 765-364-3067 to make an appointment.

Monday – Friday 7:00am to 10:00pm

Weekends by appointment

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## ***VEHICLE SPECIFICATIONS***

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

Minimum clear space for truck unloading: 18"

# Crawfordsville 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>
240	50" Max / 48" Min	33"	3,500 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
242	50" Max / 48" Min	47"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
243	50" Max / 48" Min	47"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
245	50" Max / 48" Min	33"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
260	50" Max / 48" Min	35 1/2"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
261	50" Max / 48" Min	35 1/2"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
262	50" Max / 48" Min	60 1/2"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
268	50" Max / 48" Min	63 1/2"	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
270	50" Max / 48" Min	33"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
272	42" Max / 40" Min	63 1/2"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
273	50" Max / 48" Min	63 1/2"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
276	50" Max / 48" Min	63 1/2"	4,000 lbs	3-F9	Plain Fiber Core, No Slots, No End Caps
280	50" Max / 48" Min	33"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
281	50" Max / 48" Min	26 1/2"	3,500 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
285	50" Max / 48" Min	26"	2,000 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
286	50" Max / 48" Min	26"	2,000 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
287	50" Max / 48" Min	31"	2,400 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
288	50" Max / 48" Min	31"	2,400 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
289	50" Max / 48" Min	31"	2,400 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
290	50" Max / 48" Min	26"	2,000 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
291	50" Max / 48" Min	26"	2,000 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps
293	50" Max / 48" Min	33"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
294	50" Max / 48" Min	33"	3,000 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
295	50" Max / 48" Min	33"	3,500 lbs	3-M6	Plain Fiber Core, No Slots, No End Caps
296	50" Max / 48" Min	26"	2,000 lbs	3-L4	Plain Fiber Core, No Slots, No End Caps

**DANVILLE, KENTUCKY**

**PLANT DELIVERY ADDRESS:** Varies with order (See PO)  
**MAIL ADDRESS:** 3201 Lebanon Road, Danville, KY 40422-9604

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> George Stratton	<b>PHONE</b> 859-238-2458	<b>FAX</b> 859-238-2530
<b>EXPEDITER</b> Rodney Marlow	<b>PHONE</b> 859-238-2633	<b>FAX</b> 859-238-2530
<b>DELIVERIES</b> Adriane Jones	<b>PHONE</b> 859-936-0608	<b>FAX</b> 859-238-2530
<b>PMT CONTACT</b> George Stratton	<b>PHONE</b> 859-238-2458	<b>EMAIL ADDRESS</b> George.Stratton@rrd.com

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PURCHASE ORDERS:**

**Manifests** – Adriane Jones  
**OA's and Furnished PO's** – George Stratton  
**EMBARC Ship To Code** RRD0271  
**RRD DUNN'S #** 137361531

**TRANSPORTATION INSTRUCTIONS:**

Division can not take short height containers – does not have the ability to unload shipment – inside height clearance must be 96"

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"	204"	60'
Truck	6"	120"	

**RAIL CARRIER:** N & S

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Appointments required for truck deliveries. Receiving hours are between 0700-2200 hrs Monday through Friday (Except Holidays). Appointments are to be made with Adriane Jones between 0800-1600 hrs Monday through Friday at (859) 936-0608. Railcars are received 24 hours a day.

**DIRECTIONS TO PLANT:**

**From the West**, (Louisville, Ky.) Take I-64 East to exit #48 (route 151) 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 back of the plant to dock # 18 or #19.

**From the North**, (Cincinnati) take I-75 South to I-64 West and go to exit #53 (Rt. 127) and take 127 South By -Pass to Danville to Rt. 34.

**From the East**, take I-64 west to exit # 53 and proceed South on 127 South By-Pass to Danville to Rt. 34. Go to the second plant drive on the left (RRD).

**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 (RRD).

**From 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 (RRD).

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
M-1000	50"	35.5"	3,500 #s	3-M6	FP w/plugs
M-3000	50"	52.5"	5,500 #s	3-H12	FP w/plugs
S-3000	50"	71"	7,000 #s	3-H12	FP w/plugs

\* INABILITY TO COMPLY WITH REQUESTED DIAMETERS MUST BE COMMUNICATED TO DIVISION - PLEASE CONTACT George Stratton @ 859-238-2458 (work number) or 859-238-2530 (fax number).

**DWIGHT, ILLINOIS**

**PLANT DELIVERY ADDRESS:** Route 47 South, Dwight, IL 60420

**MAIL ADDRESS:** 801 N Union, Dwight, IL 60420-9607

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Julie Schuler	815-584-4314	815-584-4204
Pam Rogers	815-584-4386	815-584-4204
<b>EXPEDITER</b>	<b>PHONE</b>	<b>FAX</b>
Craig Thomas	815-584-4265	815-584-4204
<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Craig Thomas	815-584-4265	815-584-4204

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

All - Attn: Craig Thomas  
**EMBARC Ship To Code** (Division Warehouse) RRD0091  
 (Diversified Paper, Cicero, Ill) RRD0092  
**ANSI X12 ASN** **RRD DUNN'S # 73135378**

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

**TRANSPORTATION INSTRUCTIONS:**

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

**VEHICLE LOADING:**

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

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"	No height restriction	No length restriction
Truck	6"	No height restriction	No length restriction

**\*\*NOTE: Minimum trailer door height must be 93"**

**RAIL CARRIER:** Norfolk Southern

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

By Appointment Only; Call 815-584-4265 between 6 a.m. – 2 p.m. for appointment  
 Division 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
915	50"	81"	5,500 #'s	HQ 5	FP No Slots, No Plugs, No Inserts
	50"	> 70"	4,500 #'s	3-F9	FP No Slots, No Plugs, No Inserts
	45"	<= 70"	3,500 #'s	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"**

**Any non-compliance on roll and/or core specifications must have prior notice and plant approval.**

## **SHEET STOCK SKID INFORMATION:**

### **SKID PACKING/LABELING SPEC'S:**

- 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.

**\*\*\*31-3/4" Specs:** 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 SPEC'S:**

- Skid/pallet to have solid runners – two entry.
- Minimum of 29" between runners (see 31-3/4" specs below 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 & 1-3/4" wide).

See the three (3) attached skid drawings for additional details.

**FLAXBY, ENGLAND**

**PLANT DELIVERY ADDRESS:** Flaxby-Moor, Knaresborough, North Yorkshire HG5-OXJ, United Kingdom

**MAIL ADDRESS:** Flaxby-Moor, Knaresborough, North Yorkshire HG5-OXJ, United Kingdom

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Steve Scott-Dyson	<b>PHONE</b> ++44 (0) 1423 796500	<b>FAX</b> ++44 (0) 1423 796501
<b>EXPEDITER</b> Stuart Heron	<b>PHONE</b> ++44 (0) 1423 796500	<b>FAX</b> ++44 (0) 1423 796501
<b>DELIVERIES</b> Steve Scott-Dyson	<b>PHONE</b> ++44 (0) 1423 796500	<b>FAX</b> ++44 (0) 1423 796501
<b>PMT CONTACT</b> David Stobbs	<b>PHONE</b> ++44 (0) 1423 796500	<b>EMAIL ADDRESS</b> ++44 (0) 1423 796501

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PURCHASE ORDERS:**

**Manifests** – Steve Scott-Dyson  
**OA's and Furnished PO's** – Stuart Heron  
**EMBARC** – N/A  
**RRD DUNN'S** – N/A

(Flaxby is currently not EDI-Capable)

**TRANSPORTATION INSTRUCTIONS:**

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	N/A	N/A	N/A
Truck	N/A Curtain sided vehicles only	N/A	N/A

**RAIL CARRIER:** N/A

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** Delivery by appointment.  
**Hours:** Sunday 1800 – 0600 Monday  
Monday – Friday 0600 – 1400; 1800 – 0600  
No loads Saturday 0601 – Sunday 1759

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
Uniset 70	50"	38" (965mm)	2000kg	3-H12	FP

**GALLATIN, TENNESSEE**

**PLANT DELIVERY AND MAIL ADDRESS:** 801 Steam Plant Road, Gallatin, TN 37066-3396

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Jim Handler (jim.handler@rrd.com)	<b>PHONE</b> 615-230-1246	<b>FAX</b> 615-451-3028
<b>EXPEDITER</b> Linda Hilton (linda.hilton@rrd.com)	<b>PHONE</b> 615-230-1385	<b>FAX</b> 615-230-1395
<b>DELIVERIES</b> Linda Hilton (linda.hilton@rrd.com)	<b>PHONE</b> 615-230-1385	<b>FAX</b> 615-230-1395
<b>BACKUP CONTACT</b> Mark Cross	615-230-1478	<a href="mailto:Mark.cross@rrd.com">Mark.cross@rrd.com</a>

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S**

**Manifests** – Linda Hilton  
**OA's and Furnished PO's** – Jim Handler  
**EMBARC Ship To Code** RRD0131  
**RRD DUNN'S #** 39129929

**TRANSPORTATION INSTRUCTIONS:**

Call Jim Handler (615-230-1246, [James.handler@rrd.com](mailto:James.handler@rrd.com)) to receive approval to ship via truck. Use of refrigerated trailers to transport paper is prohibited. Division prefers rail shipments. 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 Jim Handler

**VEHICLE LOADING:**

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

Mode:	Overhead Clearance	Max Height	Max. Length
Rail	6"		
Truck	6"		

**RAIL CARRIER:** CSXT

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

0700 Monday to 0600 Saturday – By Appointment only

**DIRECTIONS TO PLANT:**

**I-65 South** to exit #2 (while still in Kentucky) Take 31W South approximately 3 miles then turn left onto 109 South for approximately 21 miles, at that point you will automatically enter a four Lane 109 By-pass still going south for approximately 7 miles, go through the last traffic light on the by-pass, the road name changes to Airport Rd. Travel Airport Rd. approximately 3 miles, RRD truck entrance will be the second entrance on the left after the RxR tracks. Entrance will be marked: "RR Donnelley – Truck Entrance".

**I-24 west** to Exit 74 onto Highway 840, Go to I 40 west, to exit 232, which puts you onto 109 North, take 109 North approx. 12 miles to traffic light, turn right at traffic light onto Airport Rd. Take Airport Rd. to RxR tracks, cross the RxR tracks, then take the second entrance to the left. Entrance will be marked: "RR Donnelley – Truck Entrance".

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
Roto	50"	94"	8,000 #'s	6-F9	FP, no plugs



**NOTE: 6" Plain Fiber Cores are required on all orders**  
**Any non-compliance on cores must have prior notice and divisional approval.**

**If 3" cores are unavoidable, then 3-U16 grade cores are required. Inability to comply with the requested 6" cores must be communicated to the Division. Please contact Roger Tenpenny @ 615-230-1385**

**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.

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

**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@rrd.com
Expediter, Deliveries	Matt Walker	270.678.0468	270.678.0390	matt.walker@rrd.com
Carrier Claims, Pickup	Carrie Miller	270.678.0324	270.678.0379	

**GENERAL INFORMATION**

EMBARC Ship To Code: (Division Warehouse) RRD0111

RRD DUNN's 49061187

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.

**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"	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.

**HARRISONBURG, VIRGINIA NORTH PLANT**

**PLANT DELIVERY AND MAIL ADDRESS:**                    **2347 Kratzer Road**  
**Harrisonburg, VA 22802-8303**

**PLANT CONTACTS:**

<b>PAPER COORDINATOR SPHONE</b>		<b>FAX</b>
Karen Lokey – RRD Purchased	540-432-5407	540-432-5492
Ashley Messina – Cust. Furnished	540-432-5447	540-432-5492

<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Jim Miller	540-432-5353	540-432-5492

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – FAX: 540-432-5492  
**Order Acknowledgements** – 540-432-5492  
**Furnished PO's** – FAX: 540-432-5492  
**EMBARC Corporate RLI Database**  
**RRD DUNN'S XXXX**

**TRANSPORTATION INSTRUCTIONS:**      Truck deliveries only

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

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No rail facility		
Truck	10"	10"from roof	XX

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

**RAIL CARRIER:** No rail facilities

**DELIVERY INFORMATION:**

**HOURS:** North Plant Deliveries by appointment only, M-F, 24 hours. Weekends, special appointment only.  
 Call for appointments Monday through Friday, 7:00AM to 3:00PM at 540-432-5353

**DIRECTIONS TO PLANT:**

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 APPROX. 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 ON TO NORTH LIBERTY ST (KRATZER ROAD). DONNELLEY IS LOCATED APPROX. 0.75 MILES DOWN NORTH LIBERTY ST (KRATZER RD).  
 FOR MORE INFORMATION CALL SECURITY AT 540-434-8833

**ROLL INFORMATION:**

**ROLL SPECS**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
	50"	33"	2,500#	4	Plain Fiber Core, No Slots, No End Caps, Plugs Optional
Timson Press Only	50"	53	3,500#	4	Plain Fiber Core, No Slots, No End Caps, Plugs Optional

\* Two rolls per package required on roll widths of 30" or less  
 \* Minimum roll diameter 40"

**HARRISONBURG, VIRGINIA SOUTH PLANT**

**PLANT DELIVERY AND MAIL ADDRESS:**                    **1025 Willow Spring Road  
Harrisonburg, VA 22801**

**PLANT CONTACTS:**

<b>PAPER COORDINATORS</b>	<b>PHONE</b>	<b>FAX</b>
Karen Lokey – RRD Purchased	540-432-5407	540-432-5492
Ashley Messina – Cust. Furnished	540-432-5447	540-432-5492

<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Jim Miller	540-432-5353	540-432-5492

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – FAX: 540-432-5492  
**Order Acknowledgements** – 540-432-5492  
**Furnished PO's** – FAX: 540-432-5492  
**EMBARC**  
**RRD DUNN'S**

**TRANSPORTATION INSTRUCTIONS:**     Truck deliveries only

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.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No rail facility		
Truck	10"	10"from roof	XX

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

**RAIL CARRIER:**

**DELIVERY INFORMATION:**

**HOURS:**    South Plant Deliveries by appointment only, M-F, 16 hours. Weekends, special appointment only.  
 Call for appointments Monday through Friday, 7:00AM to 3:00PM at 540-564-3947.

**DIRECTIONS TO PLANT:**

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 APPROX. 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.

**ROLL INFORMATION/SPECIFICATIONS:**

Press	Max. Diameter	Max. Width	Max. Weight
17	50"	47"	5000 lb.
22	50"	40"	3000 lb.
23	50"	40"	3000 lb.
24	50"	53 1/4"	4720 lb.
25	50"	53 1/4"	5000 lb.
30	50"	48"	4000 lb.

\* 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.

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

**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>
Materials Supervisor	Marcia Nellans	260-349-6842	mnellans@courier.com
Paper Coordinator	Cindy Torz	260-349-6848	ctorz@courier.com
Usage Coordinator	Melinda Carter	260-349-6834	mcarter@courier.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.

**ROLL SPECIFICATIONS**

<b>Presses</b>	<b>Maximum Roll Diameter</b>	<b>Maximum Weight</b>	<b>Core Type</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

## Kendallville Continues On Next Page

## ***ROLL LABELING***

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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.

**KRAKOW, POLAND – RRD POLAND**

**PLANT DELIVERY ADDRESS:** UL.Igołomska 25, 31-983 Kraków, Poland

**MAIL ADDRESS:** UL.Igołomska 25 , 31-983 Kraków, Poland

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Zbigniew Dziadosz	<b>PHONE</b> +48 (12) 65-26-353	<b>FAX</b> +48 (12) 65-26-102
<b>EXPEDITER</b> Zdzisław Szczur	<b>PHONE</b> +48 (12) 65-26-351	<b>FAX</b> +48 (12) 65-26-349
<b>DELIVERIES</b> Zbigniew Jardel	<b>PHONE</b> +48 (12) 65-26-356	<b>FAX</b> +48 (12) 65-26-349
<b>PMT CONTACT</b> Ilona Baranska	<b>PHONE</b> +48 (12) 65-26-198	<b>FAX</b> +48 (12) 65-26-102

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PURCHASE ORDERS:**

**Manifests** Zbigniew Jardel  
**OA's and Furnished PO's** – Zdzisław Szczur  
**EMBARC** – N/A  
**ANSI X12 ASN** – N/A      **RRD DUNN'S** – N/A  
(RRD Europe is currently not EDI-Capable)

**TRANSPORTATION INSTRUCTIONS:**

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	N/A	N/A	N/A
Truck	Curtain sided vehicles only, reel standing position	N/A	N/A

**RAIL CARRIER:** N/A

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** Monday – Sunday 24 hours by appointment,

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
Sunday Press 2000	1250 mm	1450 mm	2800 kg		
Heidelberg Harris M 600 Cover press	1250 mm	960 mm	1500kg		

**KRAKOW, POLAND – RRD EUROPE**

**PLANT DELIVERY ADDRESS:** UL. Obrońców Modlina 11, 30-733 Kraków, Poland

**MAIL ADDRESS:** UL. Obrońców Modlina 11, 30-733 Kraków, Poland

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Zbigniew Dziadosz	<b>PHONE</b> +48 (12) 65-26-353	<b>FAX</b> +48 (12) 65-26-102
<b>EXPEDITER</b> Zdzisław Szczur	<b>PHONE</b> +48 (12) 65-26-351	<b>FAX</b> +48 (12) 65-26-349
<b>DELIVERIES</b> Zbigniew Jardel	<b>PHONE</b> +48 (12) 65-26-356	<b>FAX</b> +48 (12) 65-26-349
<b>CARRIER CLAIMS</b> Jacel Bednarek	<b>PHONE</b> +48 (12) 65-26-356	<b>FAX</b> +48 (12) 65-26-102
<b>PMT CONTACT</b> Ilona Baranska	<b>PHONE</b> +48 (12) 65-26-198	<b>FAX</b> +48 (12) 65-26-102

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PURCHASE ORDERS:**

**Manifests** Zbigniew Jardel  
**OA's and Furnished PO's** – Zdzisław Szczur  
**EMBARC** – N/A  
**ANSI X12 ASN** – N/A                      **RRD DUNN'S** – N/A  
(RRD Europe is currently not EDI-Capable)

**TRANSPORTATION INSTRUCTIONS:**

**VEHICLE LOADING** Sunday Press 2000:

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	N/A	N/A	N/A
Truck	Curtain sided vehicles only, reel standing position	N/A	N/A

**RAIL CARRIER:** N/A

**DELIVERY INFORMATION:**                      **APPOINTMENTS & HOURS:** Monday – Sunday 24 hours by appointment,

**ROLL INFORMATION:**

ROLL DIAMETER SPEC'S	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
Heidelberg	1250 mm	960 mm	2800 kg		
Goss MAN Roland 705 3B &706 LTTLV	1250 mm	880 mm	2800kg		
MAN Roland Lithoman 4	1250 mm	1980 mm	3500 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.

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

**ADDRESSES**

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

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

Rail: **"R.R. Donnelley - 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@rrd.com
Paper Coordinator (Offset), PMT Contact	Eric McComsey	717.293.2566	717.293.2316	eric.mccomsey@rrd.com
Deliveries	Roll Storage	717.293.2076	717.293.2316	LancEastRollDelivery@rrd.com
Carrier Claims	Mike Rudisill	717.293.2233	717.293.2316	michael.rudisill@rrd.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@rrd.com'.

EMBARC Ship To Code: RRD0181

RRD DUNN'S Number: 39755251

**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***

<u>Press</u>	<u>Roll Diameter</u>	<u>Maximum Width</u>	<u>Maximum Weight</u>	<u>CCTI Code</u>	<u>Core Type</u>
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

(\*) 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.

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

**ADDRESSES**

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

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

Rail: "**R.R. Donnelley - Harrisbrg**" 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@rrd.com
Deliveries	Roll Storage	717.293.3917	717.293.3426	HarrisburgPikePaperDeliveries@rrd.com
Carrier Claims	Kevin Miller	717.293.3839	717.293.3470	kevin.t.miller@rrd.com
Technical Support	Kevin Miller	717.293.3839	717.293.3470	kevin.t.miller@rrd.com

**PAPER ORDER INFORMATION**

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

EMBARC Ship To Code: Division Warehouse: RRD0061

RRD DUNN'S Number: 97154827

**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 - "**R. R. Donnelley - Harrisbrg**".

**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"			

**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

**LIBERTY, MISSOURI**

**PLANT MAILING ADDRESS:** 3401 Heartland Drive  
Liberty, MO 64068

**PLANT DELIVERY ADDRESS:** 3401 Heartland Drive  
Liberty, MO 64068

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Bev Kraft	<b>PHONE</b> 816-792-6383	<b>FAX</b> 816-792-2031	<b>EMAIL</b> beverly.c.kraft@rrd.com
<b>INVENTORY CONTROL</b> Kent Koffenberger	<b>PHONE</b> 816-792-6318	<b>FAX</b> 816-415-6685	<b>EMAIL</b> kent.p.koffenberger@rrd.com
<b>DELIVERIES</b> Erica Hertel	<b>PHONE</b> 816-792-6468	<b>FAX</b> 816-415-6685	<b>EMAIL</b> erica.n.hertel@rrd.com

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – Fax to 816-415-6685  
**Order Acknowledgements & Furnished PO's** – email to Liberty-PurchasingReceiving@rrd.com  
 An EDI 856/ASN document in ANSI X.12 format, must be transmitted on the date of shipment through GE Information Services (GXS Network). For assistance with transmissions, please contact EDI Support Services at 320-732-7978.

**TRANSPORTATION INSTRUCTIONS: TRUCK DELIVERIES ONLY**

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No Rail Facility	N/A	N/A
Truck	18"	18" from roof	N/A

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

**RAIL CARRIER:** No rail facilities

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

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

**DIRECTIONS TO PLANT:**

**From the East:** Take I-70 West to I-435 North to I-35 North to exit 20. Go thru 1<sup>st</sup> 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 1<sup>st</sup> stoplight onto North 69 hwy. Proceed 1 mile and turn right a next stoplight. Proceed to stop sign and turn left.

**ROLL INFORMATION:**

**ROLL SPECS:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
All presses All rolls must be capped and wrapped.	50"	37.5"	Package Wt. 5000#	XX	Fiber cores, 3" diameter, un-notched with core plugs in both ends.

- 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.

**LONG PRAIRIE, MINNESOTA**

**PLANT MAILING ADDRESS:**                   **100 Banta Road**  
**Long Prairie, MN 56347**

**PLANT DELIVERY ADDRESS:**               **100 Banta Road**  
**Long Prairie, MN 56347**  
**320-732-7999 (Trucker's Directions)**

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Dan Laumeyer	<b>PHONE</b> 320-732-7945	<b>FAX</b> 320-732-7978	<b>EMAIL</b> <a href="mailto:daniel.l.laumeyer@rrd.com">daniel.l.laumeyer@rrd.com</a>
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<b>EXPEDITOR</b> Dan Laumeyer	<b>PHONE</b> 320-732-7945	<b>FAX</b> 320-732-7978	<b>EMAIL</b> <a href="mailto:daniel.l.laumeyer@rrd.com">daniel.l.laumeyer@rrd.com</a>
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<b>INVENTORY CONTROL</b> Gloria Miller	<b>PHONE</b> 320-732-2121	<b>FAX</b> 320-732-7978	<a href="mailto:gloria.j.miller@rrd.com">gloria.j.miller@rrd.com</a>
<b>DELIVERIES</b> Kyle Spsychalla	<b>PHONE</b> 320-732-7459	<b>FAX</b> 320-732-7978	<a href="mailto:kyle.e.spsychalla@rrd.com">kyle.e.spsychalla@rrd.com</a>

Vern Rousselange	320-732-7459	<b>320-732-7978</b>	<a href="mailto:vernon.m.rousselange@rrd.com">vernon.m.rousselange@rrd.com</a>
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**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED POs:**

**Manifests** – Fax to 320-732-7978

**Order Acknowledgements & Furnished POs** – Fax to 320-732-7978

An EDI 856/ASN document in ANSI X.12 format, must be transmitted on the date of shipment through GE Information Services (GXS Network). For assistance with transmissions, please contact EDI Support Services at 320-732-7978.

**TRANSPORTATION INSTRUCTIONS:**       **TRUCK DELIVERIES ONLY**

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No Rail Facility	N/A	N/A
Truck	102" minimum trailer door opening	18" from roof	N/A

\* Last two rolls in truck must not be double decked. All deliveries must have a roll specific manifest.

**RAIL CARRIER:** No rail facilities

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Trucks by appointment only - Monday through Friday – 7:00 am to 2:30 pm. 24-hour advanced notice for deliveries. All roll paper deliveries must have an appointment. We will need roll size, basis weight, brand name and purchase order number (if RRD stock) to schedule a delivery appointment.

**DIRECTIONS TO PLANT:**

From the Twin Cities: Take I-94 West to Sauk Centre (about 60 miles past St. Cloud). Take the US-71/MN-28 exit, Exit 127, toward Glenwood/Sauk Centre. Turn slight right onto Main St. S/US-71/MN-28. Continue to follow US-71 until Long Prairie (about 18 miles). After Hillig Auto and Prairie Motors (on your left), turn left immediately before the Long Prairie Veterinary Clinic on your left. The plant will be on your right after you turn off of US-71.

**ROLL INFORMATION:**

**ROLL SPECS:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
All presses All rolls must be capped and wrapped.	50"	37.5"	Package Wt. 5000#	XX	Fiber cores, 3" diameter, un-notched with core plugs in both ends.

- 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.
- Double wrapped rolls must have two roll labels.
- All rolls must have labels facing the back of the trailer.

**LOS ANGELES, CALIFORNIA**

**DELIVERY ADDRESS:**                   **Rail:** C/O BNSF-QDC, 4900 Alexander St, Commerce, CA 90040-3022  
**Truck:** 19681 Pacific Gateway Drive, Torrance, CA 90502

**MAIL ADDRESS:**                         19681 Pacific Gateway Drive, Torrance, CA 90502-1168

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Geoff Nafziger	<b>PHONE</b> 310-516-3272	<b>FAX</b> 310-516-3224
<b>EXPEDITER /DELIVERIES</b> Larry Sanchez	<b>PHONE</b> 310-516-5306	<b>FAX</b> 310-516-5307
<b>CARRIER DAMAGE CLAIMS</b> Geoff Nafziger	<b>PHONE</b> 310-516-3272	<b>FAX</b> 310-516-3224
<b>PMT CONTACT</b> Geoff Nafziger	<b>PHONE</b> 310-516-3272	<b>EMAIL ADDRESS</b> geoffrey.nafziger@rrd.com

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

ALL – Larry Sanchez  
**EMBARC Ship To Codes** (Division Warehouse) RRD0221  
 BNSF / QDC, Commerce, CA RRD0222  
**RRD DUNN'S #** 98627516

**TRANSPORTATION INSTRUCTIONS:**

Division cannot take short cube containers / truck dock cannot handle low cube containers. Division does not have ability to unload due to the mast height of the roll grab. Inside height must be 96".

First priority rail; other modes of transportation must be approved by division.

Railcars must be placarded for unloading from the North side.

**VEHICLE LOADING:**

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

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	12"	N/A	N/A
Truck	12"	N/A	N/A

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

**RAIL CARRIER:** BNSF

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Trucks by appointment only between 0600 to 1500. Call Larry Sanchez at 310-516-5306.  
 24-hour trucks with special advance arrangements only (for rush shipments).

**DIRECTIONS TO DOCK: 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 190<sup>th</sup> Street, then left on Pacific Gateway Drive – At Knox Street go straight and dock is first driveway on right.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
M-1000	50"	38"	3,600 #'s	3-M6	FP w/plugs
M-3000	50"	56"	5,500 #'s	3-H12	FP w/plugs

**LYNCHBURG, VIRGINIA**

**PLANT DELIVERY ADDRESS:** 4201 Murray Place, Lynchburg, VA 24501

**MAIL ADDRESS:** 4201 Murray Place, Lynchburg, VA. 24501

**PLANT CONTACTS:**

<b>PAPER COORDINATORS</b>	<b>PHONE</b>	<b>FAX</b>
Vincent Flowers	434-522-7510	434-522-7473
Rhonda Tomlin	434-522-7412	434-522-7473
Mark Epperson	434-522-7490	

<b>CARRIER CLAIMS</b>	<b>PHONE</b>
Rhonda Tomlin	434-522-7412

<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Vincent Flowers	434-522-7510	434-522-7473
Rhonda Tomlin	434-522-7412	434-522-7473

<b>PMT CONTACT</b>	<b>CONTACT</b>	<b>E-MAIL ADDRESS</b>
Rhonda Tomlin	434-522-7412	<a href="mailto:Rhonda.Tomlin@rrd.com">Rhonda.Tomlin@rrd.com</a>

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

Manifests – Rhonda Tomlin  
**Order Acknowledgements & Furnished PO's** – Vince Flowers  
 EMBARC Ship To Codes (Division Warehouse) RRD0761

**RRD DUNN'S # 101713261**

**TRANSPORTATION INTRUCTIONS :**

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

**VEHICLE LOADING:**

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

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"		
Truck	6"		

**RAIL CARRIER:** N & S

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**  
 Trucks by appointment only between 7:00am – 7:00pm (Monday-Friday)  
 Appointments must be made 24 hrs in advance.  
 Email : [Vincent.flowers@rrd.com](mailto:Vincent.flowers@rrd.com) & [Rhonda.tomlin@rrd.com](mailto:Rhonda.tomlin@rrd.com)

**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.

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

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
	50"	≤78 ¾"	8,000 #'s	6F9	FP no plugs
	50"	>78 ¾"<96 3/8	8,000 #'s	6H12	FP no plugs

**6" Plain Fiber Cores are required on all orders**



**Any non-compliance on cores must have prior notice and divisional approval**

## **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.

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

## **CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expeditor, PMT Contact	Molly Webb	763.315.6162	763.315.8104	molly.c.webb@rrd.com
Deliveries	Shari	763.315.8230	763.315.8252	MGRceiving@rrd.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

RRD DUNN's 005119573

## **PAPER ORDER INFORMATION**

Manifests should be emailed to 'cathy.l.brown@rrd.com'.

OA's and purchase orders should be emailed to 'molly.c.webb@rrd.com'.

## **APPOINTMENTS**

Appointments are to be scheduled via email at MGRceiving@rrd.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 Shari 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). RRD 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. RRD 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). RRD 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). RRD plant is a few blocks down on the RIGHT - Receiving Department is first driveway on the north end of the complex.

## **VEHICLE SPECIFICATIONS**

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

# Maple Grove Continues On Next Page

**ROLL SPECIFICATIONS**

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<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

**MATTOON, ILLINOIS**

**PLANT DELIVERY AND MAIL ADDRESS:** 6821 E County Rd. 1100N, Mattoon, IL 61938

**PLANT CONTACTS:**

<b>PAPER DEPT CREWLEADERS</b>	<b>PHONE</b>	<b>FAX</b>
Brad Davis & Alan Buckler	217-258-2766	217-258-2736
<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Ricky Vanneste	217-258-3056	217-258-2827
<b>CUSTOMER CONTACT</b>	<b>PHONE</b>	<b>FAX</b>
Ricky Vanneste	217-258-3056	217-258-2827
<b>CARRIER CLAIMS</b>	<b>PHONE</b>	<b>FAX</b>
Lynn McFarland	217-258-2773	217-258-2736
<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Mattoon Roll Storage	217-258-2766	217-258-2736
<b>PMT CONTACT</b>	<b>PHONE</b>	<b>FAX</b>
Ricky Vanneste	217-258-3056	217-258-2827
<b>DATA MINER CONTACT</b>	<b>PHONE</b>	<b>FAX</b>
Lynn McFarland	217-258-2773	217-258-2736
Kirby Floyd	217-258-2885	217-258-2736

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S**

EDI Packing List required in vehicle; extra charge for hand manifesting on receipt.  
**All Manifests, Order Acknowledgements & Furnished PO's** – Attn: Mattoon Roll Storage  
 EMBARC Ship To Code RRD0071  
 RRD DUNN'S # 42078840

**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@rrd.com](mailto:mattoonrollstorage@rrd.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.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"		
Truck	18"*		

\*Trailers - minimum 13'6" in height

**RAIL CARRIER -- CN-IC**

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

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

**DIRECTIONS TO DOCK: 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
Offset	50"	Up to 25.875"	3,500 #'s	3-H12	FP with plugs
Offset	50"	26" up to 38"	3,500 #'s	3-H12	FP no plugs
Roto	50"	≤70"	5,500 #'s	3-H12	FP no plugs

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Roto	50"	>70"	7,500 #'s	3-X14	FP no plugs
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**MENASHA, WISCONSIN**

**PLANT DELIVERY AND MAIL ADDRESS:** 800 Midway Road  
PO Box 60  
Menasha, Wis 54952

**CONTACTS FOR DELIVERY OR PICK UP OF ROLLS OR SHEETS OF PAPER:**

<b>PAPER WAREHOUSE SUPERVISOR:</b> Ed Roberts	<b>PHONE</b> 920-751-7593	<b>FAX</b> 920-751-7444
<b>PAPER PROCUREMENT:</b> Barb Miller	<b>PHONE</b> 920-751-7857	<b>FAX</b> 920-751-7951
<b>ROLL OR SHEET STOCK DELIVERY APPOINTMENTS:</b> Sandy Noffke Sue Timm	<b>PHONE</b> 920-751-7529 920-751-7528	<b>FAX</b> 920-751-7444 920-751-7444

**FOR DELIVERY OR PICK UP OF ITEMS OTHER THAN ROLLS OR SHEETS OF PAPER:**

General Shipping/Receiving 920-751-7589

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – Fax 920-751-7444  
**Order Acknowledgements & Furnished PO's** – Fax 920-751-7951  
**ANSIX12**

**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. RRD item number and P.O. number should appear on all product labels and shipping documents.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"	17' 8"	50'
Truck	6"	13' 6"	

**RAIL CARRIER:** CN

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** Drivers should call a minimum of 24 hours prior to arrival to arrange an appointment  
Call Sandy Noffke, 920-751-7529. Receiving Hours: Mon – Fri. 7:00am to 2:00pm, other hours available by special appointment only.

**DIRECTIONS TO PLANT:** Call RRD Menasha direct 920-751-7524.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S & CORE SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
	50"	38"			3" disposable unnotched fiber cores , no metal ends
	50"	57"	6,000 #'		3" disposable unnotched fiber cores , no metal ends

**NEWARK (HEBRON), OHIO**

**PLANT DELIVERY AND MAIL ADDRESS:** 190 Milliken Drive, Hebron, Ohio 43025

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Nancy Carlisle	<b>PHONE</b> 740-929-8141	<b>FAX</b> 740-929-0923
<b>EXPEDITER</b> Nancy Carlisle	<b>PHONE</b> 740-929-8141	<b>FAX</b> 740-929-0923
<b>DELIVERIES</b> Nancy Carlisle	<b>PHONE</b> 740-929-8141	<b>FAX</b> 740-929-0923

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

All – Nancy Carlisle

**TRANSPORTATION INSTRUCTIONS:**

Division does not have ability to handle rail cars.

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	N/A	N/A	See note above
Truck	8-1/2"		53'

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Receiving Hours - Monday 0800– Friday 2300. –  
 Appointments - Call Nancy Carlisle for deliveries to plant between 8 AM and 5 PM.

**DIRECTIONS:**

**I-70** to exit 129 (North). Go to the 2<sup>nd</sup> stoplight take a right (O'Neill Drive). Take next left (Milliken Drive)  
 First building on right after railroad tracks.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter *	Max. Width	Max. Weight	CCTI Code	Core Type
Hamilton	50"	32 1/8"	2,700	3-M6	FP, w/plugs
Goebel	50"	33 1/16"	2,700	3-M6	FP, w/plugs
Hamilton Perfecting (N17)	50"	26 1/2"	2,700	3-M6	FP, w/plugs

\* Roll diameter is 50" OD maximum.

**PINEVILLE, NORTH CAROLINA**

**PLANT ADDRESS:** 10159 Industrial Drive, Pineville, NC 28134

**PLANT CONTACTS:**

**PAPER COORDINATOR, INVENTORY CONTROL, DELIVERY APPTS. & CARRIER CLAIMS**

	Phone	Fax	Email Address
Rick Dewar, manager	704-889-5800x127	704-889-5814	<a href="mailto:richard.a.dewar@rrd.com">richard.a.dewar@rrd.com</a>

Debbie Edelman, asst.	704-889-5800x110	704-889-5814	<a href="mailto:deborah.c.edelmann@rrd.com">deborah.c.edelmann@rrd.com</a>
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**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

Manifest faxed to 704-889-5814  
 Other acknowledgement and furnished PO's faxed to 704-889-5814  
 EMBARC XXXX  
 RRD DUNN'S XXXX

**TRANSPORTATION INSTRUCTIONS:**

Truck deliveries only  
 Division does not have the ability to unload short height containers—door and inside height clearance must be 96"

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	NA		
Truck	6"	120"	

**RAIL CARRIER:** No Rail Facilities

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** By Appointment Only: 704-889-5800

**DIRECTIONS TO DOCK:** I-77 South to Exit 2, 485 East. Take 485 East to Exit 65B, first Pineville exit. Take a right off the exit ramp (Hwy 521/South Blvd.). Go to the second stop light and turn right on Industrial Drive. RRD Pineville is the first building on the right after the railroad tracks. Shipping docks are on the back side of the building.

**ROLL INFORMATION:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
700	50"	36"	3,400#	3-H12	FP No slots, No caps, No inserts
701	50"	66"	5,500#	3-H12	FP No slots, No caps, No inserts
702	50"	66"	5,500#	3-H12	FP No slots, No caps, No inserts
703	50"	66"	5,500#	3-H12	FP No slots, No caps, No inserts
704	50"	66"	5,500#	3-H12	FP No slots, No caps, No inserts

Web Size 40" and under max roll weight of 3,400 lbs. All rolls over 40" max roll weight of 5,500 lbs. Any non-compliance on roll diameter must have prior written approval from plant. Minimum roll diameter 48".



**3” Plain Fiber Cores are required on all orders**  
**Any non-compliance on cores must have prior notice and plant approval**

**PONTIAC, ILLINOIS**

**PLANT DELIVERY ADDRESS:** 1600 N. Main Street, Pontiac, IL 61764 Attn: Doors 13/14 for Roll Stock

**MAIL ADDRESS:** 1600 N. Main Street, Pontiac, IL 61764

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Jayne Bressner	<b>PHONE</b> 815-844-1488	<b>FAX</b> 815-844-1322	<b>E-MAIL</b> <a href="mailto:Jayne.S.Bressner@rrd.com">Jayne.S.Bressner@rrd.com</a>
<b>INVENTORY CONTROL</b> James Long	<b>PHONE</b> 815-844-1369	<b>FAX</b> 815-844-1322	<b>E-MAIL</b> <a href="mailto:james.F.Long@rrd.com">james.F.Long@rrd.com</a>
<b>DELIVERIES</b> Automated Call Back	<b>PHONE</b> 815-844-1328	<b>FAX</b> 815-844-1322	

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED:**

**Manifests** – James Long 815-844-1369  
**Order Acknowledgements** – Jayne Bressner  
**Furnished PO's** – CSR of the Account (all rolls should have that account name on the roll label)  
**EMBARC Ship To Code** RRD0941  
**RRD DUNN'S #** 114516685

**TRANSPORTATION INSTRUCTIONS:**

Division cannot unload a 12' 6" trailer.

**Trucks only – No railcars!**

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Truck	6"	13'6"	

**RAIL CARRIER:** The Division can no longer accept rail delivery of paper.

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

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 TO PLANT: - via phone – 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
Offset	50"	37.5"	3,500	3-M6	FP w/plugs
Offset	50"	19"	2,000 #'s	3-L4	FP w/plugs

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

\* Maximum roll weight is 3,500 lbs

**PORTLAND, OREGON**

**PLANT DELIVERY AND MAIL ADDRESS:** 17401 N.E. Halsey Street, Portland, OR 97230-6099

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FA-X</b>
Todd Kjelden	503-408-3799	503-251-3669
<b>EXPEDITING &amp; DELIVERY APPOINTMENTS</b>	<b>PHONE</b>	<b>FAX</b>
Voice Messaging	503-251-3671	503-251-3669

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S**

All – Todd Kjelden Phone 503-408-3799 FAX 503-251-3669  
EMBARC Ship To Code RRD0361  
RRD DUNN'S # 44108603

**TRANSPORTATION INSTRUCTIONS:**

Division has no rail facilities.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Truck	12''		

\*Trailers - minimum 13'6'' in height

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

24 hours for Truck Monday - Friday (Except Holidays) – Must make appointment – please call Expediting Voice Message System 503-251-3671

**DIRECTIONS TO DOCK:** I-84 East, Exit 13, Go south to San Raphael and turn right and go 3 blocks and turn left. Proceed to plant.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
N9000	50''	75''	3,500 #'s	3-F9	FP no plugs
K & B	45''	77''	3,500 #'s	3-F9	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.

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

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, PMT Contact	Susan Boner	775.677.3747	775.677.3989	susan.boner@rrd.com
Expediter, Deliveries	Jim Wallwork	775.677.3738		james.wallwork@rrd.com

**GENERAL INFORMATION**

EMBARC Ship To Codes: BNSF QDC, Sparks NV) RRD0292  
RRD DUNN's 150822732

**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 775.677.3738.

**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.

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

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, PMT Contact	Susan Boner	775.321.3716	775.786.1198	susan.boner@rrd.com
Expediter	John Cooper	775.321.3709		john.cooper@rrd.com
Deliveries	Allan Koerner	775.321.3732		allan.j.koerner@rrd.com

**GENERAL INFORMATION**

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

RRD DUNN's Numbers:

825228856 - 365 Parr Circle, Reno NV - Trucks To Plant

825228856001 - 1141 East Glendale Ave., Sparks NV - Railcars to BNSF Warehouse

**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 775.321.3732.

**DELIVERY ADDRESS**

365 Parr Circle, Reno NV 89512

**DELIVERY DIRECTIONS**

From I-80: Highway 395 North to exit 71 "Parr Blvd". Make left turn over the interstate, follow it around until you reach the railroad tracks. After the railroad tracks make an immediate right hand turn. 365 Parr Circle is the first industrial building on your right.

**VEHICLE SPECIFICATIONS**

<u>Mode</u>	<u>Overhead Clearance</u>	<u>Maximum Height</u>	<u>Maximum Length</u>	<u>Inside Clearance</u>
Rail	12"			
Truck	12"	80"		

**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>
903	50" Max / 48" Min	66.0"	5,500 lbs	3-H12	FP no plugs
904	50" Max / 48" Min	66.0"	5,500 lbs	3-H12	FP no plugs
905	50" Max / 48" Min	48.0"	5,500 lbs	3-H12	FP no plugs
906	50" Max / 48" Min	40.0"	3,800 lbs	3-H12	FP no plugs

**ROANOKE, VIRGINIA**

**PLANT DELIVERY AND MAIL ADDRESS:** 6450 Technology Drive  
Salem, VA 24153

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Phil Walls	<b>PHONE</b> 540-380-6080	<b>FAX</b> 540-380-6084
<b>EXPEDITER</b> Phil Walls	<b>PHONE</b> 540-380-6080	<b>FAX</b> 540-380-6084
<b>DELIVERIES</b> Steve Eller	<b>PHONE</b> 540-380-6055	<b>FAX</b> 540-380-6133

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Order Acknowledgements & Furnished PO's** – All acknowledgments should be received by expediter within 48-hours of order placement.

**EMBARC**

**RRD DUNN'S**

**TRANSPORTATION INSTRUCTIONS:**

Truck deliveries ONLY

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No rail siding	No rail siding	No rail siding
Truck	14' 8"	12'*	None

\* **No 20' rail cars accepted**

Skids - Standard two-way entry 60" height maximum, kraft wrapped and banded

All roll/skid labels should be visible two sides (at 90 degrees preferably) clearly marked with:

- Roanoke Purchase Order Number (example 070-015562)
- Roanoke Lot Number (5 digit-example L# 53644)
- Roanoke Customer/Job Number (10 digit max, example BOMC/J#06368)

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

6 AM to 6 PM Monday through Friday by appointment only.

ALL deliveries (full or partial truckloads) must be scheduled at least 24 hours in advance by calling 540-380-6055 Monday through Friday 6AM - 6PM. Plant directions are available by transferring to extension 7000 (dial \*8 and then 7000). Under no circumstances will plant security personnel approve delivery on any inbound material.

Prior to appointment scheduling mill carrier/dispatcher must have the following information:

- Mill Shipment Origin
- Trailer/Truck Number
- DPS Purchase Order/Lot Number
- All Publisher/Supplier Identification (for Furnished Materials)
- Load breakdown-Total Rolls/Skids, Weight, and B/W, Roll Size & Stock Description

Failure to comply will delay scheduling of carrier shipments until details are furnished.

**DELIVERY REQUIREMENTS:**

Unscheduled trucks, early and/or late arrivals will be unloaded as warehouse crewing and appointments allow. All carriers should be notified that DPS-Roanoke will not be liable for any detainment charges due to miscommunicated driver/dispatcher information regarding appointment times or due to the aforementioned circumstances.

Driver is required to have:

- a) Appointment Number (Required prior to unloading)
- b) Legible, completed Bill of Lading
- c) **Copy of Roll Tally/Manifest to include DPS or Publisher Purchase Order and roll detailed summary by label TAPPI number and roll weight.**

Improper, illegible, or missing paperwork will result in additional unloading delays and possibly chargeable penalties to the originating Mill/Merchant.

**DIRECTIONS TO PLANT:**

From Interstate I-81 Exit at Exit/Mile Marker 132 (Dixie Caverns)  
If coming south turn left at the ramp stop sign, if coming north turn right  
Continue 300 yards to a second stop sign at the “T” intersection of VA Route 460  
Turn Left onto Route 460 traveling 1.8 miles.  
Once you pass the “Reduce Speed Limit to 45 MPH” sign, watch for the next street turning to the right.  
Turn right onto Technology Drive and follow the street to the top of the hill, which dead-ends into our parking lot.  
Follow the Truck routing signs to the roll stock dock receiving area.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
ALL	50”	38”	3,500	3-F9	3” Unnotched

**ENDLEAF SPEC'S**

10” – 31” diameters on 3” fiber cores with disposable plugs

**SAN JUAN DEL RIO, MEXICO**

**PLANT ADDRESS:**        **R.R. DONNELLEY DE MEXICO, S DE R.L. DE C.V.**  
 AV. Central 235, Zona Industrial Valle de Oro  
 San Juan Del Rio, Queretaro, 76802 Mexico

**SHIP TO ADDRESS:**        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

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Monica Chavez	011-52-427-271-9223	011-52-427-272-8999

<b>EXPEDITER</b>	<b>PHONE</b>	<b>FAX</b>
Same		

<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Ing. Jaime Mejido or Marco Gonzalez	956-717-0080	956-717-0081

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

**Manifests** and Invoice copy – Rosy Velasco Fax 011-52 (427) 272-8999  
**OA's, Furnished PO's and Certificate of Quality** – Monica Chavez (see above)

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

**TRANSPORTATION INSTRUCTIONS:**

**APPOINTMENTS & HOURS**  
 Monday through Friday from 9:00 a.m. to 5:00 p.m.

**VEHICLE LOADING:**

Position rolls in trailer upright (standing on end) – tied and secured properly.

Mode:	Overhead Clearance	Max. Height*	Max. Length
Truck			53'

\*Trucks must be capable of sending trailer across border.

**RAIL CAR:**

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 mailed or faxed 011 52 427-272-8999 to arrive prior to the arrival of shipment.

**DELIVERY INFORMATION:**

**TRUCK DELIVERY ONLY AT THE BORDER**

**IMPORT INFORMATION:**

Commercial invoice must contain: Name & address of seller, date & place of shipment origination, PO#, the statement "Printing Paper" and estimated date of arrival at border. Certificate of Quality and Certificate of Origin required for each shipment.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code
> 19 1/2"	50"	37 3/4"	2,640 #'s	3-L4



<= 19 1/2"	50"	19 1/2"	1,100 #'s	3-L4
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In order to import paper into Mexico, an original commercial invoice must be delivered to **CP. MARCO GONZALEZ** together with the shipment or prior to arrival of shipment at the border via "Fed Ex".

**A copy of the invoice should also be faxed to RR Donnelley Mexico at San Juan del Rio:  
011-52-427-272-7611 Attn. Treasury/Jenny Jimenez  
011-52-427-272-8999: Traffic/Rosy Velasco**

The invoice must contain the following information:

1. Name and address of the seller
2. Date and place of shipment origination
3. Estimated date of arrival to the border
4. The statement "PRINTING PAPER"
5. PO#

**5. Sold to:**

**R.R. DONNELLEY DE MEXICO S. DE R.L. DE C.V.  
CERRADA DE GALEANA 26  
FRACC IND LA LOMA  
TLALNEPANTLA MEXICO, 54070  
MEXICO**

**6. The original invoice should be sent for payment to:**

**R.R. DONNELLEY DE MEXICO S. DE R.L. DE C.V.  
AV. CENTRAL 235  
ZONA INDUSTRIAL VALLE DE ORO  
SAN JUAN DEL RIO, QUERETARO, 76802  
MEXICO**

7. Price of freight and insurance separate from the price of merchandise

**8. The product should be tied properly and shipped with:**

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

**9. Ship to:**

**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**

10. We strongly prefer that you don't use train for any shipment

**ROLL SPECIFICATIONS REQUIRED**

50" Maximum Roll Diameters are required for Roll Widths > 19 1/2"  
50" Maximum Roll Diameters are required for Roll Widths ≤ 19 1/2"

**SENATOBIA, MISSISSIPPI**

**PLANT DELIVERY AND MAIL ADDRESS:** 121 Matthews Drive, Senatobia, MS 38668

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Cindy N Smith	<b>PHONE</b> 662-562-5015 ext. 246	<b>FAX</b> 662-562-8759
<b>EXPEDITER</b> Cindy N Smith	<b>PHONE</b> 662-562-5015 ext. 246	<b>FAX</b> 662-562-8759
<b>DELIVERIES</b> Linda G Bean	<b>PHONE</b> 662-562-5015 ext 329	<b>FAX</b> 662-562-8759

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

Division requires one copy to be sent with truck.  
All – Fax To: 662-562-8759  
EMBARC Ship To Code RRD0951  
RRD DUNN'S # 63937700

**TRANSPORTATION INSTRUCTIONS:**

Division has no rail facilities.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Truck	12''	14'	

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Monday through Friday from 7:30 a.m. to 5:00 p.m. (exceptions by advance arrangements only)

**DIRECTIONS TO DOCK: 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter*	Max. Width	Max. Weight	CCTI Code	Core Type
All	50''	36''	3,000 #'s	3-M6	FP w/plugs

\*Acceptable delivery is considered made when rolls are at the requested maximum diameter +1'', -2''. Both of these dimensions will be shown on our Purchase Order

Due to Butler weight capacity, max. roll weight cannot be greater than 3,000 lbs

Seller Splices cannot be closer than 3'' to 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.

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

**ADDRESSES**

Mail: 709 A Avenue East, Freeman Field Industrial Park, Seymour, IN 47274

Deliveries: 709 A Avenue East, Freeman Field Industrial Park, Seymour, IN 47274

**CONTACTS**

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator, Expediter	Loretta Nelson	812.523.0125	812.524.1329	loretta.a.nelson@rrd.com@rrd.com
Deliveries	Raif Vaden	812.523.0136	812.523.0149	

**GENERAL INFORMATION**

Plant cannot take rail shipments.

**PAPER ORDER INFORMATION**

Manifests, order acknowledgements and purchase orders should be emailed to loretta.a.nelson@rrd.com.

**APPOINTMENTS**

Appointments must be scheduled by phone 24 hours in advance. Please provide purchase order number, customer name, paper size, paper type, basis weight, number of rolls and trailer # of delivering truck.

Receiving hours are 6:00am-12:00pm and 5:00pm-11:00pm Monday through Friday.

**DIRECTIONS**

I-65 to Highway 50 West (Tipton St.) to Highway 11 South (Walnut St.). Turn left and continue to Freeman Industrial Park. Turn right to Enter Freeman Field and take 1st Left. Plant is 1st building on left.

**VEHICLE SPECIFICATIONS**

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

**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>
Harris 3550	50"	51"	5,000 lbs	3-M6	FP w/plugs
M-1000	50"	38"	3,200 lbs	3-M6	FP w/plugs
M-110	50"	26 1/2"	3,200 lbs	3-L4	FP w/plugs
Baker G-14	50"	38"	3,200 lbs	3-M6	FP w/plugs
Baker G-14	50"	36"	3,200 lbs	3-M6	FP w/plugs

**SPANISH FORK, UTAH**

**PLANT DELIVERY AND MAIL ADDRESS:** 2600 North Main Street  
Spanish Fork, Utah 84660

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>
Loren Allen	801-798-5270	801-798-5670

<b>DELIVERIES</b>	<b>PHONE</b>	<b>FAX</b>
Jeremy Rasmussen	801-798-5272	801-798-1505

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Manifests** – FAX: 801-798-1505  
**Order Acknowledgements** - Fax: 801-798-1505  
**Furnished PO's** – FAX: 801-798-1505  
**EMBARC XXXX**  
**RRD DUNN'S XXXX**

**TRANSPORTATION INSTRUCTIONS:** Truck deliveries only

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	No rail facility		
Truck	XX	XX	XX

- \* Minimum clear space required for unloading: 18"
- \* Last two rolls in truck must **not** be double decked

**RAIL CARRIER:** No rail facilities

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** Deliveries - Call: 801-798-5272 - First come, First served  
Monday through Friday 8:00AM to 4:00 PM

**DIRECTIONS TO PLANT:**

FROM INTERSTATE 15, **COMING FROM THE NORTH** TAKE EXIT 257 AT THE STOPLIGHT TURN RIGHT ONTO MAIN STREET. CONTINUE NORTH FOR 1.3 MILES TO FRONT OF PLANT. RECEIVING IS ON THE NORTHWEST CORNER OF PLANT. **COMING FROM THE SOUTH** TAKE EXIT 257. AT THE STOPLIGHT TURN LEFT PASSING UNDER I-15. CONTINUE NORTH ON MAIN STREET FOR 1.3 MILES TO FRONT OF PLANT. RECEIVING IS ON NORTH WEST CORNER OF PLANT FROM **US HWY 6** (EASTBOUND), USE EXIT TO I-15 SOUTH AND IMMEDIATELY TAKE EXIT 257 ON THE RIGHT. AT THE STOPLIGHT TURN RIGHT ONTO MAIN STREET AND PROCEED 1.3 MILES TO THE FRONT OF THE PLANT. RECEIVING IS ON THE NORTHWEST CORNER OF THE PLANT

**ROLL INFORMATION:**

**ROLL SPECS**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
Hantscho	50"	33"	3,000#		FP w/Plugs
Heidelberg/Harris	50"	34"	3,000#	.	FP w/Plugs

**SPARTANBURG, SOUTH CAROLINA**

**PLANT DELIVERY ADDRESS (TRUCKS):** 300 Jones Road, Spartanburg, SC 29307  
**DELIVERY ADDRESS (RAIL)** Rice, South Carolina

**MAIL ADDRESS:** 300 Jones Road, Spartanburg, SC 29307

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
Janet Ward	864-579-6225	864-579-6347	janet.l.ward@rrd.com
<b>INVENTORY COORDINATOR</b>	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
Terresa Harris	864-579-6450	864-579-6347	terresa.harris@rrd.com
<b>DELIVERY APPT.</b>	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
Terresa Harris	864-579-6450	864-579-6347	terresa.harris@rrd.com
<b>PMT Contact</b>	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
Chasity Baynard	864-579-6452	864-579-6347	chasity.n.baynard@rrd.com

**MANIFESTS, ORDER ACKNOWLEDGEMENTS AND FURNISHED PO'S:**

ALL - Attn Janet Ward  
 EMBARC Ship To Codes (Division Warehouse) RRD0171  
 RRD DUNN'S # 121603559

**TRANSPORTATION INSTRUCTIONS:**

Delivering carrier = CSXT 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.

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
Rail	6"	High Cube Cars Only	125"
Truck	6"		122"

**RAIL CARRIER:** CSXT; Railhead address is "RICE, SC"

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:**

Receiving docks are open 24 hours Monday through Friday. Call Terresa Harris for appointments (864-579-6250/7:00 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)

**DIRECTIONS TO DOCK:** 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.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
<70"	50"	70"	7,000 #'S	6-H12	FP No plugs
>70.0625"	50"	96 3/8"	9,000 #'s	6-H12	FP No plugs
> 96.375"	53"	125"	12,000	6-U16	FP No plugs

**6" Plain Fiber Cores are required on all orders**

**Any non-compliance on cores must have prior notice and division approval**

**STRASBURG, VIRGINIA**

**PLANT MAILING ADDRESS:**                    **One Shenandoah Valley Drive  
Strasburg, Va. 22657**

**PLANT DELIVERY ADDRESS:**                **One Shenandoah Valley Drive  
Strasburg, Va. 22657**

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Paul Stickles	<b>PHONE</b> 540-465-6522	<b>FAX</b> 540-465-6523	<b>E-MAIL</b> Paul.D.Stickles@rrd.com
<b>PAPER WAREHOUSE SUPERVISOR</b> Sean M. Davis	<b>PHONE</b> 540-465-6519	<b>FAX</b> 540-465-6637	<b>E-MAIL</b> Sean.M.Davis@rrd.com
<b>PAPER DELIVERY APPOINTMENTS</b> Dispatch	<b>PHONE</b> 540-465-6617		

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

**Order Acknowledgements & Furnished PO's – Email [Paul D Stickles@rrd.com](mailto:Paul.D.Stickles@rrd.com)**

**EMBARC-** EMBARC format sent via GEIS using the GEIS "INT" interchange level, in the 'GES, GEIS, 1.000' wrapper. The trading partnership ID qualifier '12', trading partner ID '7034653731.

**TRANSPORTATION INSTRUCTIONS:**        Servicing both truck and rail

**RAIL CARRIER:** Norfolk Southern Railway  
Controlling station = Manassas, VA.  
Track = L10

**APPOINTMENTS & HOURS FOR TRUCK**

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.

**DIRECTIONS TO PLANT:**

Interstate 81 to exit 298 turn on to Route 11 and travel 2 miles into Strasburg  
Come to 1<sup>st</sup> stop light and turn left onto Route 55 East  
Travel ¾ of a mile and RRD is on the right, large blue building  
Enter at your very first entrance, Receiving.

**ROLL INFORMATION:**

<b>Press</b>	<b>Max. Diameter</b>	<b>Max. Width</b>	<b>Max. Weight</b>	<b>Core Type</b>
M-1000 P-76	50"	37"	3,000	FP w/ plugs
M-1000 P-74	50"	37"	3,000	FP w/ plugs
M-1000 P-80	50"	18.5"	3,000	FP w/ plugs
M-1000 P-78,82	50"	37"	3,800	FP w/ plugs
M-1000	50"	34"	3,800	FP w/ plugs

P-81,83				
M-2000 P-85,86	50"	57"	5,291	FP w/ plugs

**\* INABILITY TO COMPLY WITH REQUESTED DIAMETERS MUST BE COMMUNICATED TO DIVISION - PLEASE CONTACT Sean M Davis @ 540-465-6519**

## ***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.

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

## ***CONTACTS***

<u>Responsibility</u>	<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Paper Coordinator	Deanna Heath	574-267-9332	574-267-9960	Deanna.L.Heath@rrd.com
Expediter, Deliveries	Deb Shelton	574-267-9356	574-267-9960	Deborah.Shelton@rrd.com

## ***GENERAL INFORMATION***

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

EMBARC Ship To Code: RRD0041

RRD DUNN's 5480710

## ***PAPER ORDER INFORMATION***

Manifests should be emailed to 'Deborah.Shelton@rrd.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***

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

## ***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"	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



**WILLARD, OHIO**

**PLANT DELIVERY AND MAIL ADDRESS:** 1145 Conwell Avenue  
Willard, OH 44888

**PLANT CONTACTS:**

<b>PAPER COORDINATOR</b> Bob Shepherd	<b>PHONE</b> 419-933-5596	<b>FAX</b> 419-933-5447
<b>EXPEDITER</b> Bob Shepherd	<b>PHONE</b> 419-933-5596	<b>FAX</b> 419-933-5447
<b>DELIVERIES</b> Elana Hughes	<b>PHONE</b> 419-933-5596	<b>FAX</b> 419-933-5594

**MANIFESTS, ORDER ACKNOWLEDGEMENTS & FURNISHED PO'S:**

Manifests – FAX: 419-933-5594  
Order Acknowledgements & Furnished PO's – FAX: 419-933-5447  
EMBARC XXXX  
RRD DUNN'S XXXX

**TRANSPORTATION INSTRUCTIONS:**

Paper deliveries may be received by rail car or truck

**VEHICLE LOADING:**

Mode:	Overhead Clearance	Max. Height	Max. Length
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

**RAIL CARRIER:** CSX / Norfolk Southern (Class 1), Ashland Railway (Class 2)

**DELIVERY INFORMATION:**

**APPOINTMENTS & HOURS:** Truck deliveries by appointment only: 419-933-5252  
Monday through Friday 7:00AM to 2:30PM

**DIRECTIONS TO PLANT:** Call RRD-Willard's direct number of 419-935-0111.  
Select Option 3 to receive directions.

**ROLL INFORMATION:**

**ROLL DIAMETER SPEC'S:**

Press	Max. Diameter	Max. Width	Max. Weight	CCTI Code	Core Type
K&B 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