

# Preliminary Packing and Shipping Information

One of the often overlooked but very critical details of your job is the shipping/distribution information, as well as any samples that you may require. At Journal Graphics, we strive to make this process go as smoothly as possible for our clients, as well as for the plant.

Please take a few moments and fill out the info below and return it to your Sales Rep. They will direct the form to your customer service representative to ensure proper packing and shipping.

Although this form is to be completed and turned in with the signed estimate (contract), we understand that at the time the job is secured you may not have all the distribution information.

**While the distribution info is not always available up front, please be aware the job may be delayed if we do not have complete distribution information. This finalized information needs to be to your customer service rep. 24 hours before we go to press with your project.**

Thank you for taking the time to address this; we appreciate your business.

**Please check all that apply, and indicate quantity for each function:**

- | <b>Packing:</b>   | <b>quantity</b> |
|---|-----------------|
| <input type="checkbox"/> String-tie   | _____           |
| <input type="checkbox"/> Skid pack  | _____           |
| <input type="checkbox"/> Bin pack   | _____           |
| <input type="checkbox"/> Carton pack  | _____           |
| <input type="checkbox"/> Shrink wrapping  | _____           |
| <input type="checkbox"/> Poly bagging   | _____           |
| <input type="checkbox"/> Special Packing requirements (pack in 50's, 100's, etc.) | _____           |
| <input type="checkbox"/> Other  | _____           |

## **Freight:**

- Prepaid, billed through Journal Graphics (not available to shipments to California)
- Third Party (please provide carrier and account number) \_\_\_\_\_
- How many locations (approx.) \_\_\_\_\_

## **Location requirements for freight deliveries:**

- Dock High
- Lift gate required (ground level)
- Inside delivery
- Residential location

## **UPS/FedEx:**

- Prepaid
- Third Party (Please provide carrier and account number) \_\_\_\_\_
- How many locations (approx.) \_\_\_\_\_

- Will Journal Graphics mailing services be required?** approximate mail qty \_\_\_\_\_

## **Samples:**

- Quantity required \_\_\_\_\_ *Samples will be shipped on scheduled ship date.*

**Comments or any extra info that you feel would help expedite the packing/shipping process:**

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