



## SPECIFICATIONS FOR SHEETFED PAPER DELIVERIES

- Provide advance notification of all paper shipments, including whether the paper is certified.
- Trim size of each sheet may not be less than specified and no more than 1/16 inches greater than specified.
- Paper must be well-jogged and piled straight on skids. A skid of paper may not exceed 3,500 pounds or be more than 60 inches high from the floor.
- Four-way entry skids are **required**. The bottom of the skid shall rest on four blocks, eight inches high, five inches thick, and 15 inches long, with a minimum 30-inch entry. Fasten blocks with threaded nails of at least three inches in length. NO straight runner skids. The deck must be solid, at least two inches thick, and supported by four stringers, two inches by eight inches, and fastened with threaded nails. NO staples. NO blocks in the middle of the skid. Lids shall consist of random boards at least 11/16 inches thick and four inches wide in the specified skid length. Minimum spacing between boards is two inches. Three stringers of at least 11/16 inches thick and six inches wide to be placed across the skid width with threaded nails. Nails must be clinched. The skid weight may not exceed 180 pounds. Refer to the diagram below for additional information.
- Wrap each skid in moisture-proof paper and band it securely.
- Identify shipments clearly on the end and side of the outer wrap with the following:
  - ~ Type of paper (description of stock)
  - ~ Customer's name, order number and paper lot number
  - ~ Maple Press Purchase Order number, if applicable
  - ~ Title and author, if paper is for a specific job
  - ~ Paper bulk (pages per inch)
  - ~ Number of sheets, M weight and basis weight
  - ~ Trim size and direction of grain
  - ~ Gross weight of skid
- Schedule the delivery with The Maple Press Receiving Department; this is **required**. Contact them at 717.764.5911, extension 305. (The mailing address and fax number are listed above.) A Bill of Lading must be presented by the delivering carrier upon arrival. Receiving hours are 8:30 a.m. - 3:30 p.m. EST, Monday through Thursday, and 8:30 a.m. - 1:30 p.m. EST on Friday.
- Send by truck only; no rail shipments. No double-tiered skids. Please ship to this address: The Maple Press Company, 480 Willow Springs Lane, York, Pennsylvania 17406.
- Please note that non-compliance with these specifications may result in additional handling charges.

