



THE MAPLE-VAIL BOOK MANUFACTURING GROUP

The Maple Press Company • P.O. Box 2695 • York, PA 17405 • 717.764.5911 • Fax 717.764.4702



SPECIFICATIONS FOR ROLL STOCK DELIVERIES

- Provide advance notification of all paper shipments. Note the planned quantity and delivery date and whether the paper has chain-of-custody certification. Identify the stock as much as possible. The list below of labeling requirements details the essential information.
- Roll width may not be less than specified and no more than 1/16 inch greater than specified.
- Rolls must be tightly and evenly wound on three-inch non-returnable heavy duty fiber cores with core protectors. No damage shall be in evidence, and no metal cores. No more than two splices per roll, and none within one inch of the outside diameter. All splices must be tagged unless other specific arrangements have been made. Press downtime caused by defective or excessive splices is subject to chargeback.
- Rolls may not exceed 3,000 pounds or 42 inches in diameter; minimum diameter is 38 inches. The diameter of all rolls within a shipment should be within one inch of each other; roll handling fees may be assessed for differences exceeding two inches. On shipments of rolls 42 inches in width or greater, variances in excess of +/- 50 pounds from the shipment average will also be assessed a spoilage fee for the unusable sheeter stock.
- Paper that exceeds a +5% basis weight variance will be rejected.
- Number each roll via a printed card enclosed within the core; do not stamp the roll ends. Wrap each roll in moisture-proof paper with protective pads on the ends. Stack larger rolls on the bottom. Rolls 30 inches in width or less must be double-packed, unless a waiver has been specifically granted in advance by the Maple-Vail Paper and Receiving Departments. Rolls must not exceed 3000 pounds.
- Identify shipments clearly on the end and side of the outer wrap with the following:
 - ~ Type of paper (description of stock, including size, grade, etc.)
 - ~ Customer's name, order number and paper lot number
 - ~ Maple-Vail Purchase Order number, if applicable
 - ~ Title and author, if paper is for a specific job
 - ~ Paper bulk (pages per inch)
 - ~ Number of feet and the gross weight of the rolls
 - ~ Basis weight
- 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 and packing list must be presented by the delivering carrier upon arrival. Receiving hours Monday through Thursday are 8:30 a.m. - 3:30 p.m. EST, and 8:30 a.m. - 1:30 p.m. EST on Fridays.
- Send by truck only; no rail shipments. Deliver all shipments 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 charges.