

MILES PRINTING FULFILLMENT MATERIALS GUIDELINES

1. INBOUND MATERIALS

- a. All inbound material requires an ASN (Advanced Shipping Notice)
 - i. Please email ASNs to: receiving@milesprinting.com
- b. All inbound material must be addressed to your Miles Printing contact: Sharon Coffing / scoffing@milesprinting.com

2. ACTUAL MATERIAL

- a. Skids must be uniformly packed with carton labels facing out
- b. Skids must be labeled
- c. All cartons must be labeled with product identification (part number/description)
- d. All cartons must be labeled with carton quantity
- e. Max weight per carton: 35 pounds
- f. All cartons must be uniformly packaged i. All items must be packed:
 - 1. Soldier style in rows, facing the same direction with chip/paper between layers in carton
 - 2. Vertical stacks, face up in carton
 - 3. If necessary, material should be paper banded or rubber banded;
- g. Packing list needs to include project reference, total quantity, number of cartons and quantity per carton. If item requires lot control or expiration date management, breakdown information should be included

NO shrink wrapping *

3. LOT CONTROL

- a. Individual Lots/Batches must be packaged separately and not intermixed
- b. Lots/Batches may be combined on a skid if clearly marked

***Shrink wrapped materials must be approved and may result in additional fees**

FOR ALL DELIVERIES PLEASE PROVIDE A (BOL) BILL OF LADING ASAP FOR EACH SHIPMENT

DIALOG DIRECT RECEIVING REQUIREMENTS

- Carton packed and labeled with content and count per carton
- Skidded and wrapped
- Packing slip or BOL
- Receiving hours are 8:30am – 5pm EST M-F

FOR ALL DELIVERIES TO ALL FULFILLMENT HOUSES PLEASE PROVIDE A (BOL) BILL OF LADING ASAP FOR EACH SHIPMENT