

*In order to provide optimal service and insure that the product we produce meets your expectations, it is important that we fully understand your needs. Please take a few moments to fill out the information below as it pertains to your initial item.*

Customer _____	
Address _____	Contact _____
_____	Phone _____
_____	E-mail _____

Item \_\_\_\_\_

If switching suppliers, why? \_\_\_\_\_

Critical considerations \_\_\_\_\_

Match for color \_\_\_ previous \_\_\_ proof \_\_\_ family components \_\_\_ other \_\_\_\_\_

End use of product \_\_\_\_\_

Storage conditions for final product \_\_\_\_\_

**CARTONS**

Type of filling equipment \_\_\_\_\_

Weight, volume or barrier requirements \_\_\_\_\_

COF requirements \_\_\_\_\_

Max. weight of packing cases \_\_\_\_\_

Other \_\_\_\_\_

**OFFSET LABELS**

\_\_\_ hand applied                      \_\_\_ machine applied                      \_\_\_ grain direction

Type of equipment \_\_\_\_\_

Special codes to be printed on label & location \_\_\_\_\_

Package labels    \_\_\_ face up    \_\_\_ face down

**FLEXO LABELS**

\_\_\_ on rolls                      \_\_\_ do not strip waste                      \_\_\_ strip waste

\_\_\_ sheeted                      \_\_\_ hand applied                      \_\_\_ machine applied

Unwind # for auto application \_\_\_\_\_    Core size (3" is standard) \_\_\_\_\_

Roll OD or # of impressions per roll \_\_\_\_\_

Special packing (poly bag, core plugs, cases) \_\_\_\_\_

## ROLLSTOCK

Type of packaging machine \_\_\_\_\_  
Weight, volume or barrier requirements \_\_\_\_\_  
COF requirements \_\_\_\_\_  
Does film need to be sealable on both sides?    \_\_\_ yes    \_\_\_ no  
Eyespot size & position \_\_\_\_\_  
Unwind required \_\_\_\_\_    Core size (3" is standard) \_\_\_\_\_  
Roll OD or # of impressions per roll \_\_\_\_\_  
Special packing (poly bag, core plugs) \_\_\_\_\_

## POUCHES

Type of filling machine \_\_\_\_\_  
Weight, volume or barrier requirements \_\_\_\_\_  
COF requirements \_\_\_\_\_  
Zipper type and position (106DS is house material) \_\_\_\_\_  
Tear notch type and position \_\_\_\_\_  
Hang hole type and position (circle / sombrero) \_\_\_\_\_

## SHIPPING

Delivery address if different from above \_\_\_\_\_  
Phone number for delivery destination \_\_\_\_\_  
Shipping method (pre-pay & add, collect, customer arranged) \_\_\_\_\_  
Delivery requirements (hours, dock appointments) \_\_\_\_\_  
Allowable overs / unders (10% is standard) \_\_\_\_\_  
COA / COC requirements \_\_\_\_\_  
Pallet height / size maximums \_\_\_\_\_  
Bands / Corner boards \_\_\_\_\_  
Labeling requirements \_\_\_\_\_  
Food grade pallets \_\_\_\_\_  
Sealed trailer required \_\_\_\_\_  
Other \_\_\_\_\_

## INVOICING

Contact for receivables (name, email, phone) \_\_\_\_\_  
\_\_\_ mail invoices    \_\_\_ email invoices to \_\_\_\_\_  
Special requirements (documentation, insurance, inclusions) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer signature \_\_\_\_\_

Date \_\_\_\_\_