

Jacket: 705-017 Amendment 1

Title: Self-Discovery Mini Banners 34" x 77.5"

Agency: DLA Strategic Services, J67D

Bid Opening: June 5, 2020 @ 11:00 AM

Contractor Name	Bid	Terms		Discounted Total
Plastimatic Arts Corp. dba PAC Bannerworks	\$ 66,880.00	1%	30	\$ 66,211.20
*Execuprint	\$ 97,349.00	2%	20	\$ 95,402.02
Taylor/Navitor Specialty Products	\$ 103,530.00	0.00%	0	\$ 103,530.00
Independent's Service	\$ 104,417.65	0.00%	0	\$ 104,417.65
Source One Digital	\$ 142,000.00	10%	40	\$ 127,800.00
AMI Graphics	\$ 134,540.00	2%	10	\$ 134,540.00
Korrugate It	\$ 184,656.00	1.0%	10	\$ 184,656.00
CSI	\$ 191,750.00	0.00%	30	\$ 191,750.00
Image Square	\$ 222,150.00	0.50%	7	\$ 222,150.00
Roe Marketing Group dba Berry and Hauer	\$ 223,844.00	0.00%	0	\$ 223,844.00
The Print House	\$ 280,000.00	0.25%	20	\$ 279,300.00
HDR Print LLC	\$ 307,360.00	0.00%	0	\$ 307,360.00
Tectonics Industries LLC	\$ 321,320.00	0.00%	0	\$ 321,320.00
Command Business Products	\$ 458,000.00	0.00%	30	\$ 458,000.00

*=AWARD



June 4, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 705-017, scheduled for opening at 11:00 AM on June 4, 2020, are amended as follows:

1. Page 1 of 11, "**BID OPENING**": **Change to:**

BID OPENING: Bids shall be opened at **11:00 AM**, prevailing Philadelphia, PA time, on **June 5, 2020** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

2. Page 5 of 11, "**STOCK/PAPER**" for Mini Banners is changed **from:**

Mini Banners: White Sign Vinyl, 12 oz., very smooth, opaque, and laminated.

To: Mini Banners: White Sign Vinyl, 12 – 13 oz., matte scrim vinyl 1,000 denier count.

3. Page 5 of 11, "**CONSTRUCTION**" **change to:** Sew 1" hem on all four sides and place four grommets top and bottom, a total of 8 grommets.

4. Page 6 of 11 "**PACKING**" and Page 9 of 11 "**CARTONS**" change to: Roll and pack 5 banners of same title per inner carton; pack 5 inner cartons per shipping container (i.e. 25 total banners per each shipping container). Pack 5 shipping containers per each pallet (i.e. 125 total banners per pallet). Titles are not be intermixed in packaging and palletizing. Although each shipping container may exceed the 50 pound per carton limit (see "CARTONS" specification page 9 of 11), the contractor must pack quantities as per these packing and palletizing instructions.

5. Page 6 of 11, **SCHEDULE:**

Add: At contractor's option, complete delivery of 8,000 banners may be delivered by June 25, 2020.

Change to: Government furnished materials will be sent to awarded contractor directly from the ordering agency no later than 24 hours from receipt of Purchase Order.

6. Page 7 of 11, **DISTRIBUTION:**

Add: Total quantity of 8,000 banners, at contractor's option, may be delivered by June 25, 2020 at destination.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement via email to: bidsphiladelphia@gpo.gov

Amended bid or acknowledgement must be submitted using the method specified in the solicitation for bid submission – via email to: bidsphiladelphia@gpo.gov. No other method of bid submission or acknowledgment of amendment will be accepted.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

MICHAEL J. SOMMER
Contracting Officer

Specifications by DP
Reviewed by MR

Department: DLA Strategic Data Services, J67D
Requisition 0-002540G

SPECIFICATIONS

U.S. Government Publishing Office (GPO) - Philadelphia
Southampton, PA 18966-3820

BID OPENING: Bids shall be opened at **11:00 AM**, prevailing Philadelphia, PA time, on **June 4, 2020** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Any questions before or after award concerning these specifications, email Diane Peluso at dpeluso@gpo.gov call (215) 364-6465, Ext. 4.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsphiladelphia@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number(s) and bid opening date must be specified in the subject line of the emailed bid submission, along with your company name. Bids received after **11:00 AM** on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 100 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, and return page 8.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 9/2019).

- GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.pdf>
- GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Doing Business with GPO Customer Services During Coronavirus Pandemic.

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. Warranty further protects against ink fade, ink adhesion, and failure of material and pockets in compliance with product poster/bulletin specifications. All other provisions remain the same.

PREDOMINANT PRODUCTION FUNCTION/SPECIALIZED REQUIREMENTS: The predominant production function of this contract is printing of vinyl mini banners. Contractors must demonstrate prior to award that the contractor possesses or, has the ability to acquire, the necessary equipment, technical skills, and productive capacity to perform the contract requirements. The specialized requirements must also demonstrate that the contractor has adequate production controls and quality assurance methods to satisfy the quality requirements of the contract, including responsibility to confirm specifications for final sizes, printing, materials used, construction, packaging and all other specifications prior to the production.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE: Self-Discovery Mini Banners 34” x 77.5”

8,000 Total – 4 Different Titles (see Exhibit 3)

Quantity	Title
2,000	Purpose Found in the Marine Corps
2,000	My Place in the Corps
2,000	Sense of Belonging in the Marines
2,000	What Do Marines Fight For

TRIM SIZE: 34” h x 77.5” w.

DESCRIPTION:

These specifications cover the production of vinyl mini banners for the Marines for outdoor use.

GOVERNMENT TO FURNISH:

Digital publishing files of the artwork to be provided at time of award (ordering agency will email link). All fonts converted to outline or will be provided (screen and printer fonts), as applicable. See Electronic Prepress for preflight requirements below.

Electronic Media:

Platform: MAC Operating System Version 10.13.6

Storage Media: Ordering Agency will email the link for all files directly to contractor upon award.

Software: Files will be furnished in native application format.

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Version 2020 and Adobe Acrobat PDF.

Fonts are furnished; graphics linked. Color Identification: CMYK (4-color process).

Form/control numbers, when required for printing or stamping, will be provided by the ordering agency.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO contract administrator immediately.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Digital Deliverable (1): Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on a suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

Digital Deliverable (2): Upon completion of each order, the contractor must furnish a CD, DVD, *or* link (emailed) with high resolution photographs of completed images of each mini banner. Deliverable will be labeled with titles and Jacket No.

PROOFS:

For wide format proofing: Proofs for oversized/wide format may be provided as a 100% scale, sectional or tiled proof, for proofing of image resolution, print quality, and color approval of the sectional/tiled area. Sectional/tiled proof must be a true representation of the final image quality/color of the final product at the specified full output size. The sectional/tiled proof must be provided along with a matching reduced scale layout/position proof of the full image.

2 sets of inkjet digital color one-off proofs for each item/title (each set must consist of one sheet of the entire image at reduced scale and one suitable sized/representative sheet of a selected section at 100% scale) created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. The approved proof will be used for color match during the production run.

Inkjet proofs are to be G7 profiled and use pigment-based inks for each item. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins including live areas and all critical elements. Proofs will be used for color match on press.

Shipping Container Label: Label size: 5-3/4 x 2-7/8". **2 set(s)** of digital color proofs for each item/each title at full size. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up), imaged at finished size of label.

Delivery of Proofs: Deliver 1 set of proofs for each item, directly to each of the two delivery addresses indicated under DISTRIBUTION. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Requisition Number, and publication title.

All proofs will be withheld not longer than **2 workday(s)** from date of receipt to date proofs are made available for pick up by the contractor (see NOTE below). The date of receipt is NOT the first workday. **THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.**

NOTE: It is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. If a courier is to be used, a fully completed air bill (prepaid by the contractor) must be furnished to the specified address with the delivered proofs for this purpose.

STOCK/PAPER

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. All paper used must be of a uniform shade.

Mini Banners: White Sign Vinyl, 12 oz., very smooth, opaque, and laminated. Stock must be suitable for outdoor use.

4-Color Process Miniature Banner Labels: White Coated Label, face stock basis weight basis weight: 50-60 lbs. per 500 sheets, 25 x 38", with permanent pressure-sensitive self-adhesive.

PRINTING: Mini Banners- Print one side only. Clean, clear, sharp, high-quality printing is required in full color/four-color process with exact register required. The contractor shall select the colors of ink to most faithfully match the color profiles within the furnished digital files.

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 300 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Miniature Banner Labels: To be utilized as identification labels for shipping containers and must be exact representation of the final product (4-color process). Label size: 5-3/4 x 2-7/8".

MARGINS: Follow electronic files and furnished laser prints. Bleeds all sides.

CONSTRUCTION: Mini Banners shall be trimmed to size. Sew 1' hem on all four sides and place four grommets top and bottom. Products shall be produced in such manner, within specifications, to provide the user with products capable of being used for their intended purpose with good quality in every respect.

INKS: The inks used must be of highest quality, possessing maximum resistance to ink fade, maximum ink adhesion to substrate, and weather deterioration (weatherproof/waterproof with sufficient UV protection), when subjected to outdoor exposure for a period of minimum 90 days.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level 3
- (b) Finishing Attributes - Level 3

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests--General Inspection Level I.
- (b) Destructive Tests ----- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Press Sheets/Approved Proofs
P-10. Process Color Match	Approved Press Sheets/Approved Proofs

PACKING:

Roll and pack five (5) of the same mini banners per title into one (1) shipping container.

Pack five (5) shipping containers per pallet.

The shipping container shall be closed/sealed in accordance with GPO Contract Terms. All items to be securely packed in containers so as to prevent curling or warping. Shipping containers shall have a minimum bursting strength of 200 pounds per square inch.

LABELING AND MARKING:

Contractor to download the “Labeling and Marking Specifications” form (**GPO Form 905**, R. 7-15) from gpo.gov, fill in appropriate blanks from the information contained on the purchase order, Title, Quantity, Contractor Name, Consignee’s Address, DLA Requisition Number, GPO Jacket Number, form/control number, sheet size etc. and attach to shipping containers.

Additionally, the outside of each shipping container must contain an appropriate **miniature banner label** on the face side in the lower right.

PALLETS/PALLETIZING: (see Exhibits 1 and 2).

Pallets used for delivery to AMWARE Fulfillment in Austell, GA **MUST** be wood and have front and rear load beam, with a single (1) 48" long 2 x 4 upright support, centered on the length of the 48" dimension; this will allow a "fixed-fork unloader/uploader to enter the pallets and place them in the warehouse racks. Pallets **MUST** be partially shrink-wrapped, and the size **MUST** be 48"(L) x 40" (W), with a maximum height of 48" (48" x 40" x 48"). Shipping containers **MUST** be stacked on pallets in a staggered manner to ensure maximum stability.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Maximum gross weight is 2,000 lbs. Pack flush to corners, top side up, label facing out, without overhang at any edge. Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. See “Notice of Compliance with Schedules”, in GPO Pub. 310.2, Rev. 1-18.

Purchase Order will be e-mailed from U.S. Government Publishing Office, Philadelphia Regional Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820 upon award.

Government furnished materials will be sent to awarded contractor directly from the ordering agency.

Deliver partial to arrive at destination by **June 25, 2020**. Deliver balance to arrive at destination by **July 2, 2020**.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RECEIPT FOR DELIVERY

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of shipping containers, and quantity per container; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

An Order Delivery/Tracking Report is required for all deliveries. Contractor to update report with each shipment and each confirmed delivery and email to DCGPO.docsvcs@dla.mil and infophiladelphia@gpo.gov.

DISTRIBUTION:

Deliver f.o.b. destination in the quantities required. Ship all destinations by traceable means.

Partial Delivery of 4,000 Banners- 1,000 each, 4 Titles for Self-Discovery by June 25, 2020 at destination.

Deliver balance of 4,000 Banners- 1,000 each, 4 Titles for Self-Discovery by July 2, 2020 at destination.

Submit one set of reduced scale proofs for each title to two (2) addresses below. Upon award, complete names, addresses and phone numbers will be provided.

Fredericksburg, VA 22406

Cumming, GA 30041

Jacket 705-017: Deliver 8,000 Banners to:

JWT/Marines

c/o AMWARE Fulfillment

Attn: Angela Smith, (Call ahead to schedule delivery 770-739-7070 x2402)

8125B Troon Circle

Austell, GA 30168

Return all electronic media, laser prints and (2) digital deliverables within 7 working days of completion of each order to:

Attn: Nick Violante, Tucker Castleberry, 3500 McCall Place, Atlanta, GA 30340, (770) 454-1580.

All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

BID OFFER

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____.

JACKET NO: 705-017

Bid Price: \$ _____ Additional Rate: \$ _____ per _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

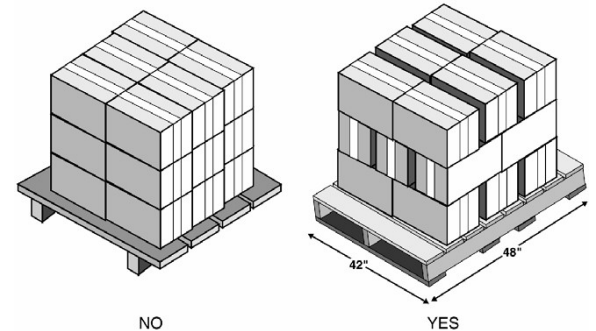
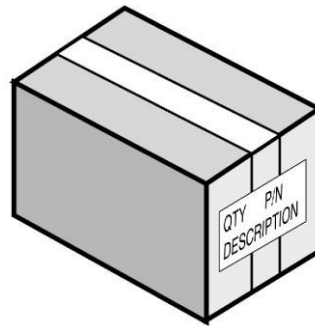
Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

EXHIBIT 1: DELIVERY, PACKING, PALLETIZING**DELIVERY APPOINTMENTS**

1. Every appointment will be assigned with a confirmation number for the driver.
2. If no appointment is made, we cannot guarantee that the delivery will be offloaded right away. The driver may have to wait, and/or the delivery may have to be scheduled for the next business day.
3. If a delivery is running late, please contact Amware as soon as possible to make alternate arrangements.
4. For regular deliveries, please schedule delivery 24-48 hours in advance.
5. For cargo containers, please schedule delivery 1 week in advance.
6. "Delivery Appointment Required" (DAR) must be noted on the Bill of Lading along with the facility's contact information at the time of shipping. Excluding this information on the Bill of Lading may result in receiving delays and additional delivery appointment fees.

CARTONS



1. Cartons should have 200 pounds bursting test.
2. Cartons should not weigh more than 50 pounds.
3. Each carton should be marked with the:
 - SKU, Stock #, Part #, or Control #
 - Quantity
 - Description
4. For a multiple carton shipment, every carton should be uniform in size and type.
5. For a multiple carton shipment, every carton should contain exactly the same quantity of the product; one carton with a lower count is acceptable.
6. The partial carton should be clearly marked.
7. Cartons should **not** overhang off of the pallet.

**PALLETS**

1. Pallets of material must be stretch-wrapped.
2. Pallets must be wooden and in good condition.
3. Pallets should be 48" (L) x 40" (W), and a maximum height of 48" (H) [48" x 40" x 48"]. **Note: 42" in pallet illustration is not correct.**
4. The Stock number and quantity markings should be visible on each carton when stacked on the pallet.
5. Cartons should be staggered on a pallet to ensure maximum stability.
6. Additional charges will be incurred if Amware has to stack loose boxes or re-stack non-conforming pallets.

EXHIBIT 2: PACKING SLIPS

1. Each shipment must include a packing list.
2. The packing list must contain the following information:
 - Stock #
 - Item Description
 - Quantity per Carton
 - Carton Count
 - Total Quantity
 - Vendor Name
 - Vendor Phone Number
 - ASN # (if applicable)

Reference PO#		Name of Vendor		Requestor Information			
ACME COMPANY		P.O. BOX 28456 BOISE, IDAHO 83701 (800) 537-2935		DATE: 08/21/98		PACKING SLIP #: PDX 04783	
BILL TO: *IN29WY ABC COMPANY C/O NW TRAFFIC ASSOC P O BOX 6482 KENT WA 98032 0327		CONSIGNEE: COMAC ATTN ABC COMPANY 7033 565 SINCLAIR RD MILPITAS, CA 95035		SHIPPER: ABC COMPANY MARY PIERCE 5200 NE ELAM PKWY HILLSBORO OR 98032 (435) 277-8533			
P.O. # OB63428290		SALESPERSON WALLY		SHIP VIA UPS		EXCP	PLACARD
QTY ORDERED	QTY SHIPPED	UM	STOCK #	DESCRIPTION			
6	6	BOX	JMCVIU7	CORPORATE NEWSLETTER, Q1 1995 count 500 per box			
DRIVER 	RECEIVED IN GOOD CONDITION EXCEPT AS NOTED: 			DATE: 8/22		NO. PCS ①	
CONCEALED DAMAGE MUST BE REPORTED WITHIN 30 DAYS							

Quantity Shipped

Part Number

Part Description with Quantity Per Carton

EXHIBIT 3: JACKET 705-017 TITLES

