

Guide to Understanding Your Wausau Coated Products' Sales Order



Wausau Coated Products Inc.
 825 77th Avenue South
 P.O. Box 904
 Wausau, WI 54402-0904
 Phone: 800-345-8039
 Fax: 800-520-2664

Bill To: 1.
 WAUSAU COATED - CS/SALES
 PO BOX 904
 WAUSAU, WI 54402-0904

Ship To: 2.
 WAUSAU COATED - SOUTH
 825 77TH AVE SOUTH
 WAUSAU, WI 54401

Sales Order #: 3.	283761-A
Customer #: 4.	4011
Ship Date: 5.	03/09/13* 5 a.

SALES ORDER

CONFIRMATION

Telephone: 715-848-2741

Fax: 800-520-2664

6. Order Date	7. Freight Code	8. Ship Via	9. Warehouse	10. P.O. #	11. Terms	* Warranty Applies *			
03/09/12	Prepaid & Bill	Deliver	05 - WAUSAU (NORTH)	WCP2	Net 30 From Invoice Date				
12. Quantity	Type	13. Width	14. Length	15. # of Sheets	16. Item Number	17 a. Description	18. Unit Price	19. U/M	20. Total
5 CN	CN	8 1/2	11 0/0	10,000	WC0100	60# UNCOATED OFFSET/ PERM / 80# SB LINER SHIP DATE: 03/09/13	\$ 19.0000	100SH	\$ 1,900.00
10 CN		12 0/0	18 0/0	1,000	DP1300S	HP INDIGO OPTIMIZED SHEETS - 60# SEMI GLOSS / PERM / 80# SB SHIP DATE: 03/12/13	\$ 48.0000	1SH	\$ 480.00
11,000 Total							22. Order Total:		\$2,380.00
All Selling Prices are in US Dollars									

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25. Salesperson: House
 26. Inside Slpn: House
 Taken By: Keith 27.

Stencil: 28. PO# WCP2

Important Information Found On Sales Orders For Carton Stock Products

1. **Bill To Address** – Address the invoice will be sent to
2. **Ship To address** – Address the order will be sent to
3. **Sales Order Number** – Number to reference when contacting Wausau Coated about your order. This will allow Customer Service to track your order more easily.
4. **Customer #** - Your customer number in Wausau Coated Products' database
5. **Ship Date** – The day your order is scheduled to leave our facility or one of our warehouse locations. You will need to add transit time to this date to calculate the arrival date of your order.
5. An * by your ship date indicates that an item(s) has a different ready date (see 17 a.)
6. **Order Date** - The date your order was entered into our system
7. **Freight Code** - Identifies who is responsible for the freight on your order
Common examples – Collect, Prepaid, Prepaid & bill
8. **Ship Via** – Indicates the carrier that will be transporting your order
9. **Warehouse** - The warehouse location your order is shipping from
10. **PO#** - Your purchase order number
11. **Terms** – Indicates payment terms established with accounting
12. **Quantity** – Number of cartons being sent for each line item
13. **Type** – Identifies if the product is in cartons (CN) or sheets (CS)
14. **Width/Length** - Indicates the size of the material being sent
15. **# of Sheets** - Total number of sheets for each item
16. **Item Number** – Wausau Coated's product code for the item(s) being shipped
17. **Product Description** – Identifies the construction of the material
- 17 a. **Ship Date** – Ship date for that specific item
18. **Unit price** - Price for each item by unit of measure (all prices in US dollars)

19. **U/M** – Unit of measure used for this item
20. **Total** – Total price for each line item (In US dollars)
21. Total number of sheets that were shipped
22. **Order Total** – Total value of material ordered
23. **Page #** - Indicates page # for your order. Orders with multiple items may have more than one page.
24. **Printed** – The date and time your order confirmation was sent to you.
25. **Salesperson** – The name of your outside sales representative
26. **Inside Slpn** – The name of your inside sales representative
27. **Taken By** – Name of the person who entered your order
28. **Stencil** - Customer provided information to help identify your order. This information would be included on paperwork for this order (e.g. Customer po#, job #)

Questions About Your Order

Our Customer Service staff can assist you with any additional questions or concerns you may have regarding your order. You may call your representative directly or contact our Customer Service department at 800-345-8039.