

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

SALES ORDER

CONFIRMATION

Bill To: 1.	Ship To: 2.	Sales Order #: 3. 283894-A
WAUSAU COATED - CS/SALES PO BOX 904 WAUSAU, WI 54402-0904	WAUSAU COATED - SOUTH 825 77TH AVE SOUTH WAUSAU, WI 54401	Customer #: 4. 4011
		Ship Date: 5. 03/13/13

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 *			
03/13/12	Prepaid & Bill	Deliver	01 - WAUSAU (SOUTH)	WCP3	Net 30 From Invoice Date				
12. Rolls	13. Type	14. Width	15. Footage	16. Quantity	17. Item Number	18. Description	19. Unit Price	20. U/M	21. Total
3	RL	34 1/2	5,000	6,210	W012553	60# SEMI GLOSS / 950 / 80#-SB- Stencil : PO# WCP3 SHIP DATE: 03/13/13	\$ 0.9900	MSI	\$ 6,147.90
24. Splice: STANDARD: 3 TAPE RED W/SCOTCH MID							23. Order Total: \$6,147.90		
25. Pallet Size: 40 X 48, ROLLING POSITION							All Selling Prices are in US Dollars		
6,210 Total									

Page # 26. 1	Printed 27. 04/10/12 01:41:22 PM	RF A #: 32. 16854	Salesperson: 34. House
Side Wound Out: 28. FACE		Matrix Stripped: 35. No	Inside Sln: 35. House
Core: 29. 3"		Printed Liner: 33. No	Taken By: 36. Earl
Product Use: 31. Roll to Sheet (Hand) 31 a		FDA Required: 33. No	
Tolerance: 37. Custom Single Ply / Stock Raw Material, >= 2.3mmssi . +1/0/-5%		Low Odor: 33. No	
		Quote #: 30. 00001	

* Flat Check _____ *

Important Information Found On Sales Orders For Roll 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.
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. **Rolls** – Number of rolls ordered
13. **Type** – Identifies product (RL=Roll)
14. **Width** - Indicates the width of the finished roll being sent
15. **Length** - Amount of footage on each roll
16. **Quantity** – The quantity of material ordered
17. **Item Number** – Wausau Coated's product code for the item(s) being shipped
18. **Product Description** – Identifies the construction of the material
- 18 a. **Stencil** - Customer provided information to help identify your order. This information would be included on paperwork for this order (e.g. Customer po#, job #)

19. **Unit Price** – Price for each item by unit of measure (all prices in US dollars)
20. **U/M** – Unit of measure used for this item
21. **Total** – Total price for each line item (In US dollars)
22. Total number of msi that were ordered
23. **Order Total** – Total value of material ordered
24. **Splice** – Indicates the type of splice and the tape used to identify it
25. **Pallet Size** – Wausau Coated will use the skid that best fits the ordered material unless special requirements have been previously arranged. Those requirements may be listed here.
26. **Page #** - Indicates page # for your order. Orders with multiple items may have more than one page.
27. **Printed** – The date and time your order confirmation was sent to you.
28. **Side Wound Out** – Indicates if the face or liner will be exposed
29. **Core** – Inside diameter of roll the material will be wound onto, 3" or 6" cores are standard
30. **Quote #** - Will reflect the quote # number related to your order
31. **Product Use** – When converted on press if it will be done roll to roll or roll to sheet
- 31 a. **(Hand)** – Indicates how label is applied
32. **RFA #** - Identifying number used during product development
33. 4 different Yes or No options that may apply to your order
34. **Salesperson** –The name of your outside sales representative
35. **Inside Slpn** – The name of your inside sales representative
36. **Taken By** – Name of the person who entered your order
37. **Tolerance** – For roll product orders (measured in msi = 1,000 sq inches) there may be a +/- percentage tolerance causing the quantity shipped to possibly be different from the quantity ordered. The difference, if any, will appear on your invoice.

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.