

# Publication Printers corp.

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Quality Web Printing

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Dear Valued Customer:

Publication Printers is dedicated to keeping your costs down. Therefore, listed below are some criteria that will directly affect delivery time, price and overall freight matters. Please read them carefully in order to avoid additional charges.

## Freight Quotes:

Freight cost is a necessary expenditure and we suggest you request a freight quote from your Sales Representative at the same time you request your original printing quote. Freight quotes do take time since we are reliant upon multiple carriers to give us their best price. We are subject to an unstable fuel surcharge which can and likely will change your freight costs as quickly as seven days after the original quote. Also, it is imperative to know that weekends, holidays and the day a product leaves our plant do NOT count as a day when calculating the number of days to ship. There are many other variables that will affect the cost of your freight and they are listed below.

1. Multiple shipments / destinations: Standard freight quotes include pickup from our dock and delivery to only ONE final destination. Additional drops will cost extra.
2. Dock-to-Dock: This is the least expensive method of shipping. This means that there is a truck-level dock with an approximate height of 48" with a dock plate at the location of delivery. It means that there will be a forklift present at the destination with personnel to unload the truck so that all the driver need do is back the truck in and open the door. **\*\*Drivers do not unload, drive forklifts or push pallet jacks with basic dock-to-dock shipping.\*\***
3. Lift Gate / Pallet Jack: Any destination that does not have a truck-level dock door and forklift will require both a lift gate and a pallet jack. The pallet jack is necessary to bring the pallets to the rear of the truck so they may be placed on the lift gate and lowered down to ground level. There is a 2,000 lb. weight limit on the lift gates which means your quantity per pallet will likely have to be reduced and the number of pallets and space needed to store them will increase. ***This service is an additional cost AND it will add an extra day to your shipping time. \*\*Taking the product INSIDE is not included in this service\*\****
4. Inside Delivery: Any inside delivery request must be followed by a description of what is involved. If requested, the freight company will send additional drivers and dollies to complete the delivery. Be sure to mention any stairs and / or elevators. ***This service is an additional cost AND it will add an extra day to your shipping time.***
5. Residential Delivery: This information is REQUIRED as the freight carrier will have to transfer the load to a smaller truck before delivery. The smaller truck allows them to maneuver the smaller streets better and ensures they do not exceed weight limits and length limits designated by Homeowners Associations, cities and towns. ***This service is an additional cost AND it will add an extra day to your shipping time.***
6. Call Aheads: If you require a phone call in advance of the delivery, the details of this must be described to us in detail. A sizeable delivery window of at least two hours needs to be permitted as traffic delays are always a concern. Also, multiple numbers and contacts should be provided to ensure delivery. Products tend to be mis-placed or delayed if first delivery attempts are unsuccessful and additional charges will be incurred.

## FOB (freight on board) our dock:

This term is used on most printing quotes. It means that your product will be put on our dock packaged and ready for pick-up, but will not be shipped out. Publication Printers' quotes do not include freight costs unless they were requested with the original printing specifications.

## Taxes:

Sales tax is charged based on the point of exchange. There are only three exemptions to this law:

- Delivery outside the state of Colorado (unless it is to the States of Washington or California, in which case, their applicable sales tax applies. In order to be exempt from these taxes, a resale or tax exempt number is required for THAT given state.)
- Non-profit / tax-exempt customers (we require your tax exempt number from the State of Colorado as well as your tax exempt letter from the City of Denver)
- Resale (we require numbers from BOTH the State of Colorado and the City of Denver)

We thank you for your help and consideration in these matters. Working together as a team ensures that you will have a stress-free delivery.

- **Publication Printers Corp.**