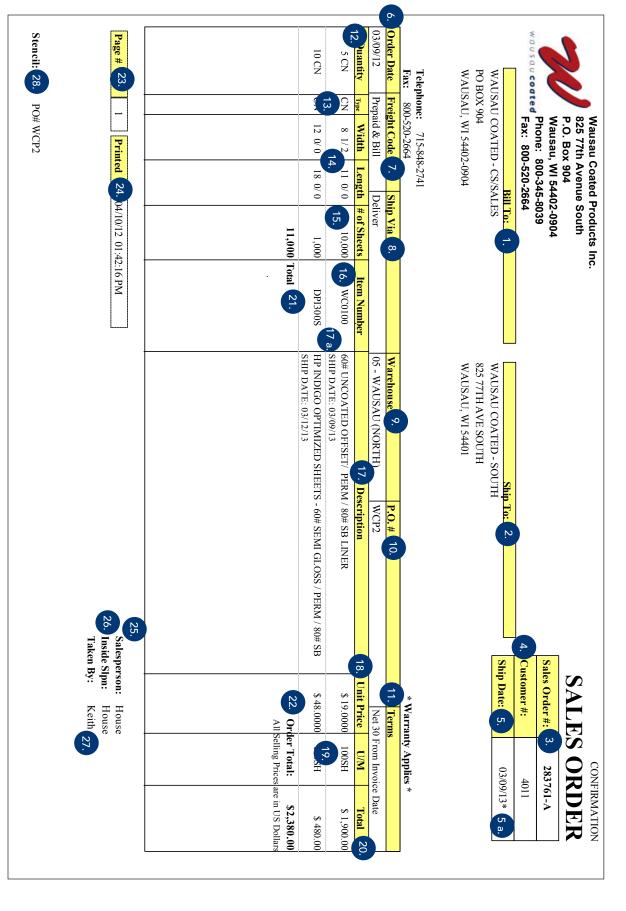
Wausau Coated Products' Sales Order **Guide to Understanding Your**



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.
- 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
- **Quantity** Number of cartons being sent for each line item
- 13. **Type –** Identifies if the product is in cartons (CN) or sheets (CS)
- 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
- Product Description Identifies the construction of the material
- 17a 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
- 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
- **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.