

# 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

CONFIRMATION  
**SALES ORDER**

Sales Order #:	283346-A
Customer #:	4011
Ship Date:	03/05/13

**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

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 *			
03/05/12	Prepaid	Deliver	05 - WAUSAU (NORTH)	WCP1	Net 30 From Invoice Date				
12. Ord. Qty.	Type	13. Width	14. Length	15. Quantity	16. Item Number	17. Description	18. Unit Price	19. U/M	20. Total
5,000.0		26 0/0	40 0/0	5,000	W012553	60# SEMI GLOSS / PERM / 80# -SB- Stencil : PO# WPC1 SHIP DATE: 03/05/13	\$ 100.0000	100SH	\$ 5,000.00
				<b>5,000 Total</b>					<b>\$5,000.00</b>

Page # 23 | 1 | Printed 24, 04/10/12 01:42:52 PM

27. Salesperson: House  
 28. Inside Slpn: House  
 29. Taken By: Earl  
 30. Grain: Long

31. Tolerance: Custom / Stocking, >=3mmst : +10/-5%  
 32. Cutting Info: T4S  
 33. Packing: Bulk Pallets

25. Quote #: 00001  
 26. RFA #: NA  
 Matrix Stripped:  
 Printed Liner:

34. Skid Size: BEST FIT  
 35. Marked At: 250

## Important Information Found On Sales Orders For Custom Sheet 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. **Order Quantity** – Number of sheets ordered
13. **Type** – Identifies product (CS = Custom Sheets)
14. **Width/Length** - Indicates the size of the material being sent
15. **Quantity** - For custom sheet products 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.
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 **Stencil** - Customer provided information to help identify your order. This information would be included on paperwork for this order (e.g. Customer po#, job #)
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. **Quote #** - Will reflect the quote # number related to your order
26. **RFA #** - Identifying number used during product development
27. **Salesperson** –The name of your outside sales representative
28. **Inside Slpn** – The name of your inside sales representative
29. **Taken By** – Name of the person who entered your order
30. **Grain** – Indicates grain direction of sheet
31. **Tolerance** – For custom sheet orders 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.
32. **Cutting Info** – When converted on press if it will be done roll to roll or roll to sheet
33. **Packing** - Identifies how the material will be packed/packaged
34. **Skid Size** – Wausau Coated Products will use the skid that best fits the ordered material unless special requirements have been previously arranged. Special requirements may be listed here.
35. **Marked At** - Number of sheets between inserted markers

## 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.