

WAREHOUSE

Stock Receiving Specifications



EU SERVICES
Your Single Source for Direct Marketing Production

649 North Horners Lane . Rockville, MD . 20850 • 301.424.3300

www.EUServices.com



OVERVIEW

EU Services offers an on-site 70,000 square foot warehouse for storing and managing customer stock, primarily in conjunction with scheduled direct mail campaigns. Materials may be stored from 1-30 days prior to a scheduled mail date at no charge. Standard storage charges are applicable for materials held for longer periods.

RECEIVING HOURS

Receiving hours are from 7:00 am to 5:00 pm, Monday through Friday, first come first serve except on holidays. **No deliveries will be received outside these scheduled times unless approved by the Warehouse Manager.**

All material being received at EU Services must be accompanied with a clear Bill of Lading or delivery ticket. These tickets must distinguish all different versions.

RECEIVING LOCATION

Please direct your stock to address below:

EU Services
649 N. Horners Lane
Rockville Maryland, 20850
Attn: Warehouse Building "A"

Contact Phone Numbers:

Receiving	301-424-3300 ext 3350
Receiving Clerk	301-424-3300 ext 3351
Warehouse Supervisor 1st Shift	301-674-2138
Warehouse Supervisor 2nd Shift	301-370-7653
Warehouse Supervisor Night Shift	301-252-0793
Shipping Supervisor	301-252-0135
Warehouse/Shipping Manager	301-252-0136



SPECIFICATIONS

Stock received at EU Services must meet the following specifications. Variance in any of the specifications may cause delays in receiving, processing, or refusal of shipment. Additional handling charges are also possible.

CARTON SPECIFICATIONS

- **Maximum weight of 40 pounds per carton.**
- Cartons must be 200 pound test or better.
- No bulk packaging. No power packs. No skid loads.
- One stock item per carton.
- Front of carton clearly labeled (see Carton Label Specifications).

CARTON LABEL SPECIFICATIONS

The stock vendor is responsible for conforming to the following label specifications:

1. Every carton will display the following information:
 - a. Customer's Name – Owner of Material
 - b. Quantity – Number of pieces in a carton.
If a partial carton, the quantity should be the actual quantity in the partial carton.
 - c. Special Codes – Any code that the customer would like in the description visible in the inventory system.
 - d. Date manufactured.
 - e. Number of cartons, per example– 1 of 5, 2 of 5, 3 of 5, etc.
2. Label every carton. Label must be 6" wide by 4" high or larger and be located to ensure optimum visibility regardless of the pallet tie.
3. **All cartons received that do not meet the above specifications could be charged a fee of \$5.00 per box for processing.**

**ABC Customer
2,200 per ctn
Code 12305
October 1,2007**

1 carton of 5 cartons



PALLET SPECIFICATIONS

- Pallets must meet OSHA requirements.
- Stock must be delivered on pallets (only exception is less than 4 cartons).
- Cartons must be secured to pallet with strapping or shrink-wrap.
- Cartons must be sealed and stacked tight.
- Cartons must not exceed the outer bounds of the pallet.
- Pallet dimensions must be 40 inches wide by 48 inches deep.
- Pallets must have 4-way access.
- Pallets may not exceed 60 inches in height, measured from the floor.
- Pallets must have bottom boards and be in good condition.
- Maximum loaded pallet weight may not exceed 2,000 pounds.
- Pallets must be stacked single height (no double stacked skids).



Mixed Sources
Product group from well-managed
forests and recycled wood or fibre
www.fsc.org Cert no. SGS-COC-003786
© 1996 Forest Stewardship Council



*Pamphlet printed on FSC certified paper