



Product Receiving Checklist

Date: _____

Receiver: _____

Bills of Lading to have the following required elements:

- Name of Publication
- Name of Customer
- Flyer / Insert Name
- Total Number of Inserts Shipped
- Total Number of Skids or Boxes
- Insertion Date
- Version (if applicable)

Skid Tags to have the following required elements:

- Name of Publication
- Name of Customer
- Flyer / Insert Name
- Total Number of Inserts per skid
- Total Number of Skids and boxes per lot
- Insertion Date
- Version (if applicable)

Flyers scheduled to arrive no more than 7 days prior to insertion date

A checkmark indicates conformity to a specification. If a box has not been checked, the information on the bill of lading and/or the skid tag is not provided. Please ensure all elements on checklist are included with your shipment.

*Effective **February 1, 2010** delivery of product will not be accepted unless all elements are included in your delivery. Your cooperation is appreciated.*