



## Receiving Requirements

### **ROLL STOCK**

All shipments shall have a numbered packing slip and include:

- Bang Printing's Purchase Order number
- Paper Vendor's name
- Customer name
- Size and basis weight of rolls
- Name of paper
- Quantity of rolls in shipment
- Weight of each roll
- Bang inventory number (if applicable)
- Bang job number (if applicable)

### **SHEET STOCK**

All shipments shall have a numbered packing slip and include:

- Bang Printing's Purchase Order number
- Paper Vendor's name
- Customer name
- Size and weight of sheets
- Name of paper
- Quantity of sheets in shipment and/or quantity of skids
- Bang inventory number (if applicable)
- Bang job number (if applicable)

### **RECEIVING INFORMATION**

*Receiving hours are 7:30am – 4:00pm Monday – Friday.*

Bang Printing Fulfillment  
217 Etak Drive  
Brainerd, MN 56401  
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[receiving@bangprinting.com](mailto:receiving@bangprinting.com)

#### **Corporate Office**

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Telephone: 218.829.2877  
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[www.bangprinting.com](http://www.bangprinting.com)

#### **Fulfillment Center**

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Telephone: 218.454.0275  
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[perryg@bangprinting.com](mailto:perryg@bangprinting.com)

#### **Los Angeles, CA**

3080 Triangle Drive  
Los Angeles, CA 90040  
Telephone: 323.888.8997  
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#### **Valencia, CA**

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