

Introduction:

This document is an integral part of Taylor’s Supplier Management Program and all requirements shall be adhered to for all shipments made to a Taylor Warehouse/Distribution Center, Customer or Third Party Provider. Failure to comply with the guidelines outlined in these pages will result in fees.

Each violation will be charged a \$50.00 fee plus the applicable charge shown below.

- Rework related – charged at \$35.00 / hour
- Transportation related – freight charges involved

See Warehouse Receiving Standards Supplement for more details.

Minimum Requirements for Shipments:

Requirements	Carton Labels	Packing Slip
Item/Form Number	X	X
Taylor PO Number	X	X
Ship-to Location		X
Unit of Measure description (Each, Pack, Carton, Roll, Set, etc.)	X	X
Quantity per unit	X	X
Quantity of units per carton	X	
Total quantity shipped		X
Total carton quantity		X
Date of manufacture	X	
Beginning and ending consecutive number (if applicable)	X	
“SD” must be listed if package contains Secure Document	X	
Short carton included (if applicable)		X
Missing numbers list must be presented, in a separate document, at time of delivery	X	X

General:

- A single package or carton contents are limited to one item, order, or lot.
- Quantity shipped cannot exceed +/-10% quantity ordered. (If overrun/underrun allowed)
- Carton weight cannot exceed 50lbs.
- Product in Gaylord containers is prohibited.
- All hazardous shipments must include the appropriate HMIS labeling and MSDS sheet.

Promotional Product:

- Promotional items must be labeled with Taylor SKU number for Unit of Issue (UOI).
- All shirts, sweaters, or other wearable items must come individually packaged with no mixing of color, size, gender, style within a carton. A TC item number must be listed on each exterior package. The Item number is specific to color, style, gender and size
 - Items whose appearance may be negatively impacted by the addition of an item label may be bagged with the item number on bag.
- Promotional item descriptions must include color, size, gender, style, etc.
- Promotional items manufactured outside of the United States must have a certification of origin provided.

Product distributed in less than full cartons labeling requirements –Label Rolls (inside the core), Packs, etc. must be labeled with:

WAREHOUSE RECEIVING STANDARDS SUMMARY

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- Package/Roll Quantity
- Taylor Item Number
- Taylor PO Number or Customer Order Number

Acceptable Pallet Sizes – Maximum Pallet Height is 56” (All Locations). If location not listed below, the standard pallet is 40”x48”.

	A = Preferred pallet sizes			B = Other acceptable pallet sizes					
TC Warehouse	36" D x 36" W	40" D x 44" W	42" D x 36" W	42" D x 40" W	45" D x 40" W	48" D x 36" W	48" D x 40" W	48" D x 42" W	51" D x X" W
Autobahn TX							A		B
Avon MA						B	A		
Bloomington, IL						B	A		
Cranbury, NJ							B	A	
Fresno CA						B	A		
Grove City, OH						B	A		B
Lithia Springs GA						B	A		B
Ontario, CA			A				B		
The Occasions Group 225 Lookout Drive, MN					A				

Sample Documents

TAYLOR COMMUNICATIONS
 100 ALBANY ST
 DAYTON OH 45417
 CH 45417

SHIP TO: CUSTOMER
 ATTN: TP
 CUSTOMER NAME
 123 YELLOW BRICK RD
 SPRINGFIELD, OH 12345

SHIP TO: CUSTOMER
 ATTN: TP
 CUSTOMER NAME
 123 YELLOW BRICK RD
 SPRINGFIELD, OH 12345

SHIP TO: CUSTOMER
 ATTN: TP
 CUSTOMER NAME
 123 YELLOW BRICK RD
 SPRINGFIELD, OH 12345

ITEM NO	DESCRIPTION	QUANTITY	UNIT	WEIGHT	VOLUME	MARKS	REMARKS
ABC123456789	PERMABLE ITEM #00002 CITE: 30001130001	13	PKG	100	1,000		

SPECIAL PACKING INSTRUCTIONS: WEEKLY COLLATERAL SHIPMENT SHIP CONTAINER

TOTAL VALUE

Sample Packing List and Label

TAYLOR
 West Sacramento, CA 95694

3273659 1000
 1000 1 1 of 10
 MGS-SMITH, JOHN AFOC
 A01584-241
 CUSTOMER NAME
 123 NORTH MAIN
 ANYWHERE OH 12345
 3 24-00664-004
 CUSTOMER LABEL
 PACK MARK INSTRUCTIONS 1
 MFG: 0316

Document Links

- [Taylor Corporate Brand Guidelines](#)
- [Taylor Corporation Single Carton Label](#)
- [Taylor Corporate 4-up Carton Label](#)
- [3 of 9 Barcode font](#)
- [Taylor Corporation Packing Slip](#)

Receiving Standards Supplement:

For all Taylor requirements, please see the Supplement document.

Revisions Record:

Electronic Approvals on File.

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Date	Responsible Individual	Summary of Change
6/3/2019	Taylor Operations Distribution Team	Original
8/31/2023	Alan Jackson	Increased rework charge to \$35.00