



**PACKAGING AND SHIPPING INSTRUCTIONS FOR RETURNED GOODS**

**SHIP RETURNS TO:**      **UPS SCS, Inc.**      *(Please reference RMA# on all incoming paperwork)*  
                                 **38465 NYS Route 12**  
                                 **Clayton, NY 13624**  
  
                                 **Phone: (315) 686-3591**  
                                 **Fax:     (315) 686-3926**  
                                 **Contact: Bob Dickhaut**

**PLEASE USE THE FOLLOWING CARRIERS:**

**Under 100 lbs. – UPS ~ (Account #170W00)**

**Over 100 lbs: New Penn (collect)**

For any shipments over 5,000 lbs. or if none of these carriers service your area, please call for additional authorized carriers at: 613-432-8545.

**Material should be returned “Freight Collect”. Mark bill of lading “Class 55, Coated Paper Articles, 150-930 Sub 2”.**

**PACKAGING:**

**Narrow Rolls:**

1. Should be packaged to minimize shifting during shipment.
2. Rolls should lay flat on skid, with cardboard separating skid from roll. Roll should have core plugs and should be stretchwrapped.

**Log Rolls:**

1. Must be returned in corrugated cartons, not simply wrapped in paper.
2. If the rolls were originally received with end boards and core plug, they must be returned this way.
3. If an entire skid is being returned, the skid should be wrapped and banded to prevent the load from shifting during shipment.
4. All products shipped standing up should be re-wrapped and returned as they were originally shipped.

**\*Please note that any returned material will be inspected by Scapa, reworked if possible, and any good material will be re-invoiced under your original PO.**