



The following information will ensure quick and hassle-free service at either of our Royle locations. Upon contacting Royle Receiving, you will be emailed all pertinent instructions. All paper deliveries must be scheduled at least 48 hours in advance through Royle Receiving.

Truck Loading

- Container and truck/trailers are to have a minimum door opening of 92 inches. The inside height clearance on all containers must be at least 92 inches. Any containers under 92 inches cannot be unloaded.
- Paper is received at Royle Printing facilities from 6am-8pm M,T,W,TR,F.
- Appointments for each Royle location are to be made 48 hours in advance Monday through Friday, 6:00am through 8:00pm.
- When emailing for an appointment, the PURCHASE ORDER is required to ensure the delivery accommodates the delivery due date.
- When the carrier emails for an appointment, they will be given an appointment number. This number will be needed for off-loading of roll stock and will expedite unloading.

Delivery Timing

- Deliveries are to be made at a minimum three days prior to press. Deliveries which arrive early may be subject to prevailing Handling/Storage charges.

Late Deliveries

- Late deliveries will be reviewed by our Purchasing department and paper mills on a case-by-case basis. Deliveries will be considered late if the paper mill fails to meet the mutually agreed upon delivery dates established by paper mill and communicated to our Purchasing department at the time the order was acknowledged.
- Deliveries may be refused if paper shipments are late and received after the job is off press, if no further identifiable use is found for the paper.

For more information or to schedule a shipment, please contact Mike Salzwedel by email: receiving@royle.com