

We stock a wide range of papers that we call *floor stock*, the grades of paper (basis weights, bulks, sizes, and finishes) that are commonly used by our customers. Our range of *floor stock* is available to all customers and includes white offset, off-white, opaque, coated, and groundwood papers. *Floor stock* is the most readily available and economical to use. We strongly encourage the use of our *floor stock*.

*Special order paper* is any paper that is not a *floor stock*, and that we order exclusively for the purpose of producing your job. Special order paper can include non-standard sizes of our standard paper selections.

### **Minimum Order**

If the mill requires a minimum order and the minimum order is more than the pounds required for the quantity you requested, your quote will reflect the price for the minimum order. If there are multiple titles (series) that are scheduled to run sequentially over a defined period of time, the minimum order would apply to the cumulative amount of paper required for all titles in the series.

### **Availability & Schedule**

Floor stock is readily available for your print order. Special order paper is subject to the paper mill's manufacturing and delivery schedules and its availability may affect your scheduled bound book date.

### **Last Date of Change**

Before we will place an order for special order paper, we require a firm order in writing, including quantity, page count, and desired bound book date. When a title is initially scheduled, we will give you a Last Date of Change (LDC). This LDC will be coordinated with the paper mill in order to give you the maximum time necessary to firm up your order. Written confirmation must be received by Think no later than the LDC. If you do not have adequate information to supply Think with written confirmation by the LDC, the paper order will be cancelled. A new paper order may be placed at a later date, starting the LDC cycle over again.

If the usage requirements increase after the paper has been ordered (after the LDC), it may be necessary to order a reprint or change or postpone the printing until additional paper can be ordered and received at Think. If additional paper must be ordered, the order is subject to the same conditions as the initial order.

If the job does not print when scheduled or the usage requirements decrease after the LDC, we will hold the unused paper for up to 90 days after receipt. After 90 days, you will be invoiced for the paper.

### **Remnant Paper**

If the title is placed at Think and the pounds required are less than the minimum paper order, the disposition of the leftover paper will be at Think's discretion.

### **Reprint Orders**

When requesting prices for the first printing and also subsequent reprints, the minimum orders will be applied to each printing separately. Future availability and order restrictions also may differ for reprints.

### **Supplying the Paper You Need**

Our goal is a process that allows you to make informed choices and supplies you with the paper you need if our floor stock does not provide a suitable choice. Please contact your Customer Service Representative or Sales Representative if you have any questions or concerns.