

# Acknowledgments

After Customer Support processes your order we will send an Acknowledgment for your verification via email or fax (it is the customer's responsibility to review for accuracy and report any questions or discrepancies to the CSR as soon as possible). Below is an example of our Acknowledgment:

## Field descriptions:

1. Spinnaker order #
2. PO#
3. Info. for billing
4. Info. for shipping
5. Product description
6. Total MSI ordered
7. Price per MSI
8. Slitting/special instructions
9. Shipped from location
10. Freight surcharge
11. CSR contact info.

<p><b>SPINNAKER</b> <b>COATING</b></p> <p><small>518 East Water Street * Troy, Ohio 45373-3400 (937) 332-6500 * (800) 543-9452 * Fax (800) 526-1952 www.spinps.com</small></p>	<p>ACKNOWLEDGMENT</p>																																								
<p><b>S O L D T O</b></p> <hr/> <p>Label Mfg. 123 ANY STREET CITY, ST 12345 United States</p>	<p>Order Number: SO000000 <b>1</b> Revision: 0 Order Date: 00/00/00 Page: 1 Print Date: 00/00/00</p>																																								
<p><b>B I L L T O</b></p> <hr/> <p>SAME AS SOLD TO <b>3</b></p>	<p>Customer # : 00000000 Customer PO NO: 12345 <b>2</b> Ship To PO : FOB : SHIPPING POINT Received By : EMAIL/GE Sales Rep : Jane Davis Credit Terms : NET30</p>																																								
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<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ln</th> <th style="text-align: left;">Item Number</th> <th style="text-align: left;">Ship</th> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Open</th> <th style="text-align: left;">UM</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Ext Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0046540-60.00S SCANTHERM ULTRA 40# LINER <b>5</b> BC-20 PERMANENT</td> <td>00/00/00</td> <td>6240.0</td> <td>MS</td> <td><b>6</b></td> <td>0.xxx <b>7</b></td> <td>x,xxx.xx</td> </tr> <tr> <td colspan="2"></td> <td colspan="6">Ship Via: Frt Terms: PREPAID Ship Site: LEMONT, IL <b>9</b> Est Weight: 1,447.94 lb.</td> </tr> <tr> <td><b>8</b></td> <td>4 - 13" X 10000 ft</td> <td>Stencil :</td> <td colspan="5">123</td> </tr> <tr> <td><b>10</b></td> <td colspan="7">.00x/MS Frt Surcharge added to PREPAID/ADD/FLAT lines.</td> </tr> </tbody> </table>		Ln	Item Number	Ship	Qty	Open	UM	Price	Ext Price	1	0046540-60.00S SCANTHERM ULTRA 40# LINER <b>5</b> BC-20 PERMANENT	00/00/00	6240.0	MS	<b>6</b>	0.xxx <b>7</b>	x,xxx.xx			Ship Via: Frt Terms: PREPAID Ship Site: LEMONT, IL <b>9</b> Est Weight: 1,447.94 lb.						<b>8</b>	4 - 13" X 10000 ft	Stencil :	123					<b>10</b>	.00x/MS Frt Surcharge added to PREPAID/ADD/FLAT lines.						
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<p>Please report any discrepancies to your Customer Support Representative.</p> <p style="text-align: center;">GAYLE ELLISH <b>11</b>      Email - Gayle.Ellish@spinps.com Phone - 800-548-5564      Fax - 888-808-0435 OR Main Customer Support Fax - 800-526-1952</p>																																									
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A pressure sensitive material manufacturer providing leading personalized service to the label printing and converting industry  
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