



# Cartonboard Core Offer

CARTONBOARD SALES POLICY – NORTH AMERICA

Billerud Americas Corporation 8540 Gander Creek Drive Miamisburg, Ohio 45342 800 258 8852 [billerud.com](http://billerud.com)



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This Cartonboard Core Offer document provides our customers with important information on various topics relating to the purchase of Cartonboard reel and sheet products from Billerud North America. Additional information can be found in the Terms and Conditions of Sale, Resolution Handbook and Freight Policy, which are located on Billerud's website at [Customer resources \(billerud.com\)](https://www.billerud.com).

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#### **ABOUT BILLERUD**

Billerud provides paper and packaging materials that challenge conventional packaging for a sustainable future. We are a global leader in superior paper and packaging materials made from virgin fibers, and we're passionately committed to sustainability, quality and customer value. We serve customers in more than 100 countries with nine facilities in Sweden, USA and Finland and around 6,000 employees in over 13 countries. Billerud is listed on the Nasdaq Stockholm.

In the United States, Billerud operates out of a regional head office in Miamisburg, Ohio, two mills in Michigan's Upper Peninsula and numerous distribution centers. We are a leading supplier of high-quality graphic and label papers, packaging materials, and market pulp. At Billerud, we build brands and business results for our customers.

#### **Wisconsin Rapids Converting Facility**

Billerud's Wisconsin Rapids Converting Facility converts rolls made at our Michigan mills and grades from our European mills into folio and digital sheets. It encompasses approximately 470,000 square feet and includes six folio and one digital sheeter, one offline carton packing machine, an automated skid wrapping system, two nine-story automated vertical storage facilities with the capacity to warehouse more than 34,000 short tons of inventory, and an automated paper storage and transport system.

## Product Portfolio

Billerud provides two primary grades from our European mills for the North American market.

CrownBoard Prestige® is our flagship product, made for optimized consumer appeal, with distinctive print, lifelike color reproduction, defined contrast, and sharp detail. You get uniform print without mottling or cloudiness. This is due to the bleached primary fiber in the top layer, the formation, smoothness, and coating properties.

CrownBoard Craft® is a super-strong, multi-ply board made of 100% primary wood fibers. The white, multi-coated top side ensures quality printability to match most all-white boards. The brown reverse side accentuates the strength and offers an original, rustic appeal. The entire grammage range is optimized for lightweighting, to save cost and reduce environmental impact.

These products are offered in the following weights:

### CrownBoard Prestige:

Basis Weight	3000 ft <sup>2</sup>	104.46	122.89	135.18	144.40	162.83	178.19	193.55	208.91	227.35	245.78
	gsm	170	200	220	235	265	290	315	340	370	400
Caliper	points	8.1	10.0	11.4	12.0	14.0	15.9	17.9	19.9	21.9	23.8
	micron	205	255	290	305	355	405	455	505	555	605

### CrownBoard Craft:

Basis Weight	3000 ft <sup>2</sup>	150.54	162.83	175.20	184.33	193.55	202.77	211.98	230.42	248.85	282.65
	gsm	245	265	285	300	315	330	345	375	405	460
Caliper	points	14.4	15.7	16.9	17.9	18.9	20.1	21.1	23.0	24.8	29.3
	micron	365	400	430	455	480	510	535	585	630	745

**FSC® C014984, SFI® and PEFC/29-31-92 chain-of-custody certifications** are available; these requirements must be specified at the time of order placement, sourced from a production run, and carry an upcharge. Please contact your sales representative for further details.

## Order Placement

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Customers can place orders by calling their Billerud North America Customer Service – Miami Office Representative directly Monday through Friday, excluding public holidays, between 8:00 a.m. and 5:00 p.m. EST. Customers can also place orders with Billerud 24-hours a day, seven days a week by email at [cartonboardteamusa@billerud.com](mailto:cartonboardteamusa@billerud.com).

### Definitions

#### ***Stocking Products***

##### **Stocking Items**

A grade, caliper, finish, and size that is routinely manufactured and inventoried by Billerud. Stocking items in Cartonboard are currently under evaluation and are subject to change at any time.

#### ***Making Products***

##### **Standard Making Items**

A grade, caliper, finish or size that is routinely manufactured by Billerud but not inventoried.

##### **Non-Standard Making Item**

A grade, caliper, finish, or size that is not routinely manufactured by Billerud and is not inventoried.

##### **One Item**

One size, caliper, grain, and finish in one grade and packing.

Depending on roll size, a package may contain more than one roll. For stock orders, the minimum order quantity for roll stock may be comprised of multiple stocking items from a single shipping point (mill, warehouse, etc.) to a single destination on the same requested delivery date.

### Manufacturing Order Availability Quotes

All quotes for availability of standard making reel products will be quoted subject to availability unless otherwise stated.

### Reservation of Inventory

Open stock is held until the close of the next business day. If a competing order is received, the initial inventory reservation will be given first priority of that inventory.

### Order Acceptance

Orders are subject to acceptance by Billerud. Billerud will issue an order acknowledgment confirming its acceptance of an order and setting forth the product specifications and delivery information for the order. Customers are responsible for reviewing Billerud's order acknowledgment for accuracy and must notify Billerud immediately of any requested changes to the information in any acknowledgment.

### Order Change and Cancellation

#### ***Reel Manufacturing Orders***

Billerud will provide a Last Date of Change (LDC) for a reel manufacturing order at the time that we issue an order acknowledgment. Customers may change or cancel a manufacturing order on or before the LDC, but may not do so after the LDC. Order modifications are intended for volume and size, approval is required to change the basis weight and finish.

#### ***Sheet Manufacturing Orders***

Billerud does not provide an LDC for making sheet orders. Making sheet orders are considered firm at order acknowledgment.

#### ***Quick-Turn and Stock Orders***

Customers may not change or cancel a quick-turn or stock order after Billerud issues an order acknowledgment. Orders from stock or stock orders are considered firm on order acknowledgment.

**Turnaround Times**

Order acknowledgment within 24 hours or sooner from order received.

Response time queries regarding time of delivery, price list, availability in 12 working hours or sooner.

Billerud strives to ship orders within 28 days of receipt of order, pending availability of product in-country. Otherwise, turnaround time is calculated from the appropriate mill production date.

**On-Time Delivery**

Billerud will make every effort to deliver an order on time. Billerud will not assume responsibility for extra costs, including press downtime, incurred as a result of late delivery.

**Invoicing and Payment**

Billerud’s invoices are generated at the time of shipment and will be delivered via email. Customers may pay Billerud’s invoices by certified check, company check, EFT wire or ACH wire.

Billerud shall deliver the Products FCA (Incoterms 2020) to the location(s) set forth in the Transaction Documents. The buyer will pay each invoice within 30 days after the date of the invoice; no price discount is given for early payment. A service charge equal to the lesser of 1.5% per month (18% per year) or the highest permissible rate under applicable law shall be assessed on any invoiced amount that is not paid when due.

**Billing Weight**

All Cartonboard reels are invoiced at their actual gross weight.

Cartonboard sheets are invoiced at nominal basis weight.

Area billing is available upon request.

**Trial Orders**

Billerud understands there are times a customer may want to see a demonstration of a particular product before placing an order. Samples of most products are available through our Trial Service. Submit trial requirements to your Billerud Sales Representative for approval. Approved trial orders will be subject to the trial roll price bracket. A minimum of 200 print samples, along with documentation stating association with the trial product, are requested to be sent to Billerud’s Sample Center. The printed samples are reviewed by Billerud for use as a print sample. Trial credit is issued upon completion of all of the steps outlined above.

**Minimum Order Quantities**

Minimum quantities for Cartonboard products are:

Stocking Items	reel	5,000 lb.
	sheet	5,000 lb.
Standard/Non-Standard Making Items	reel	5,000 lb.
	sheet	5,000 lb.

Sheet orders for making items must be placed in 500 sheet increments.

These orders are produced to yielded quantity, or the total amount of sheets produced from the required quantity of parent rolls. Billerud will make a best-faith effort to produce to the nearest sheet count desired; depending on the number of parent rolls used, a lower or higher quantity of produced sheets will typically result. Prior to manufacturing the order, the customer will be provided the option to purchase the lower or higher quantity. The customer is responsible to purchase all sheets produced.

**Standard Making Reel Size Parameters:**

Parameter	Units	CrownBoard Prestige		CrownBoard Craft
		8.1 - 14.0 pt.	15.9 - 23.8 pt.	all
Minimum width	Inches	279/16"	23 5/8"	23 5/8"
Maximum width	Inches	110 3/16"	110 3/16"	110 3/16"
Maximum weight	lbs.	8,157	8,157	8,157
Diameter	Inches	59 1/16"	59 1/16"	59 1/16"
Core	Inches	11 13/16"	11 13/16"	11 13/16"

Minimum roll width capability depends on the machine of manufacture and subject to change. Smaller widths are subject to approval.

Reel widths must be ordered in increments of 1/16".

The diameter of a reel should not exceed the reel width multiplied by 2.5.

**Standard Making Sheet Size Parameters:**

Parameter	Units	
Minimum	Inches	17 1/2" x 22 1/2"
Maximum	Inches	54" x 58"
Grain Direction	Default	Long
Skid Min Weight	lbs.	1,000
Skid Max Weight	lbs.	3,000
Skid Min Height	Inches	35
Skid Max Height	Inches	48

**Non-Standard Making Sheet Size Parameters:**

Parameter	Units	
Minimum	Inches	8 1/2" x 8 1/2"
Maximum	Inches	72" x 81"

All other parameters for non-standard making sheets are identical to making sheet items.

Sheet length and width dimensions must be ordered in increments of 1/16".

## Reel Packaging

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Standard sizes (46 1/2", 56 1/2")

Outer wrapper: 18 lb./1000 ft<sup>2</sup> kraftliner + 4 lb./1000 ft<sup>2</sup> LPDE + 18 lb. kraftliner

Core plug: 11 7/8" in diameter made of recycled PE weighing 4 lbs.

Center core:

- 11 7/8" diameter weighing 0.42 lbs./inch
- Wall thickness 0.47"

Reel headers:

- Inner shield is made of either solid board 205 lb./1000 ft<sup>2</sup> or corrugated board 94 lb./1000 ft<sup>2</sup>
- Outer shield is 41 lb./1000 ft<sup>2</sup> kraftliner + 5 lb./1000 ft<sup>2</sup> LDPE



## Folio Skid Packing Overview Standard Pack

Folio Sheet Sizes 17.5 x 22.5 or greater. For small size sheets, contact customer service.

Sheet Size(s)

### SMALL

Breakaway Four Tier Skid

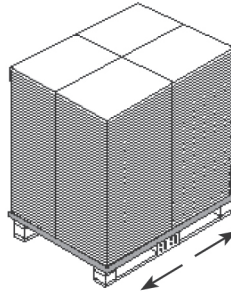
Typical Sizes Include:

17.5 x 22.5

19 x 25

20 x 26

20 x 28



Both Sheet Directions (Width & Length) are less than 29 inches. The shipping package is 2 skids with 2 tiers of paper for a total of 4 tiers of paper. The two skids are joined together to allow them to be separated.

This is not a Press Ready Skid Design

### MEDIUM

Breakaway Press Ready Two Tier Skid

Typical Sizes Include:

19 x 25

20 x 26

23 x 29

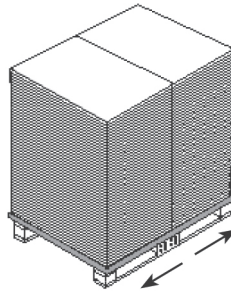
23 x 35

24 x 36

25 x 38

26 x 40

28 x 40



One Sheet Direction is 29 inches or greater while the other is less than 29 inches. The shipping package is 2 skids, each with a single tier of paper. The 2 skids are joined together so that they can be separated.

This is a Press Ready Skid Design

### LARGE

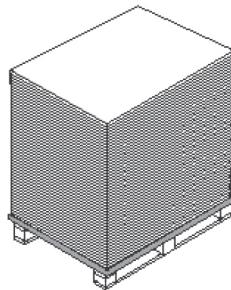
Press Ready Skid

Typical Sizes Include:

38 x 50

44 x 64

54 x 77



Both Sheet Directions (Width & Length) are 29 inches or greater. The shipping package is 1 skid with a single tier of paper.

This is a Press Ready Skid Design

Vapor barrier kraft wrap 40 lbs./1000 ft<sup>2</sup> or 195 gsm

Corner protection and banded (2 bands) to skid/pallet

A moisture barrier film (2 mil) applied to top of skid and top of pallet/skid

A barrier sheet is inserted between the skid and the paper

Other skid designs are available for standard making sheets. Please contact your sales representative for further details.

## Roll Labels

- The reel identification is done both by stamping and by labels
- Stamping on the reel edge close to the core (unit ID)
- Order- and unit number on label
- One label on mantle side, and one label on top side

**BILLERUD** **GRUVÖN**

Made in Sweden

392467 MNARI

G73F121721

**CrownBoard Prestige** CD=1 324

lbs/1000 sqft **45** WIDTH, in **39.02**

LENGTH, ft **19048** Caliper (PT) **11.4** GROSS WEIGHT, lbs **2802**

ORDER No **1112452-1** Reel No **1**

MaterialNo. **392467**

Print side

Gruvön Mill

**CrownBoard Prestige400** 24

45454201061811

Label order no **1112449-01** Gross weight (lbs) **2577** Gross weight (kg) **1169**

Reel no **1** Diameter (inch) **59.1** Diameter (mm) **1500** Width (inch) **40.5** Width (mm) **1029** Unit ID **4545420106**

Material # **392468** MNARI Net weight (kg) **1152**

Top side **OUT**

Length (feet) **9186** Length (m) **2800**

Splices **0**

**392468** Basis weight (lb/3000 sq.ft) **246**

Volume of reel or pallet (cu ft)	Recommended time for adaptation (h)			
	4°F	59°F	68°F	81°F
18	8 hours	18 hours	42 hours	66 hours
36	12 hours	24 hours	48 hours	78 hours
54	16 hours	32 hours	64 hours	96 hours

Attention! Remove wrapping only after reel/wheel has adapted to room temperature.

By any remarks of complaints this label should be enclosed.


2023-06-12 11:30

Frövi Mill

## Sheet Labels

### SKID LABEL

- Two labels are placed on the outside of the wrapping at two adjacent sides
- An additional label can be found on top of the first sheet (inside the package)
- Label includes traceability to parent roll
- Labels can include barcodes for customer order no, weight and number of sheets, etc.




**BILLERUD**

DESCRIPTION	<b>CrownBoard Prestige</b>						
WIDTH	40	LENGTH	22	CALIPER	11.4	BS WEIGHT	135
NET WEIGHT	990	SHEETS	3586	JOB NUMBER	409518/240030		
STENCIL FOR	1117431-2 00015936 Line 001		<b>SH3F295074</b>				

SHIP TO:



123 Sample Rd. Company Name Inc.  
Sample, OH 12345



SH3F295074

### CARTON LABEL

MATERIAL NUMBER

<p><b>CROWNBOARD PRESTIGE®</b></p> <p style="text-align: center;"> BILLERUD</p> <p style="font-size: 1.5em;"><b>C1S</b>      <b>8.1 PT.</b></p>	<p style="font-size: 1.5em;"><b>25 x 38</b></p> <p style="font-size: 0.8em;">635 x 965 mm</p>	<p style="font-size: 1.5em;"><b>230M</b></p> <p style="font-size: 0.8em;">17 2023/11/13 16:36</p>	 <p style="font-size: 1.5em; border: 2px solid red; padding: 2px;"><b>393601</b></p>	<p style="font-size: 0.8em;">Sheets      Grain      Color</p> <p style="font-size: 1.2em;"><b>500      LONG      WHITE</b></p>
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### PRODUCT TRACKING NUMBER

SHEETER ID	YEAR	MONTH	DAY OF MONTH	TIME STAMP
17	2023	11	13	16:36

## Tolerances

### Reel Tolerances

Reel width	ordered size -1/32" (1 mm) / +3/32" (2 mm)
Reel diameter	Minimum -1% / maximum +5% from confirmed number of running footage
Maximum splices per reel	2
Splices from core	minimum 820 ft. (250 m) from the core
Splices from outside edge	minimum 820 ft. (250 m) from the outside edge
Adjacent splices	minimum 820 ft. (250 m) between adjacent splices
Wind direction (top side out/in)	CB Prestige: Out CB Craft <510 µm (20.1 pt.): Out CB Craft >=510 µm (20.1 pt.): In

### Sheet Tolerances

The following tolerances will constitute a good delivery of paper unless otherwise specified on the order:

	<b>Bed Sheets</b>	<b>Folio &amp; Digital</b>
	<b>Any direction ≥50"</b>	<b>Both directions &lt;50"</b>
Length Tolerance	-0" to +3/32"	-1/32" to +1/32"
Width Tolerance	-0" to +3/32"	-1/32" to +1/32"
Squareness Tolerance	-1/32" to +1/32"	-1/32" to +1/32"

### Over-and-Under Run Order Tolerances

<b>paper quantity (rolls)</b>	<b>tolerance*</b>
5,000 – 9,999 lbs.	+/- 10%
10,000 – 43,999 lbs.	+/- 5%
44,000 – 249,000 lbs.	+/- 3%
250,000 – 749,999 lbs.	+/- 2%
> 750,000 lbs.	+/- 1%

\*Consult with Billerud Customer Service for permissible over/under run variation for externally converted orders.

A customer may request an order item quantity that is "not less than" (NLT) or "not more than" (NMT) a specified amount. In those instances, the over tolerance (NLT) or under tolerance (NMT) is doubled.

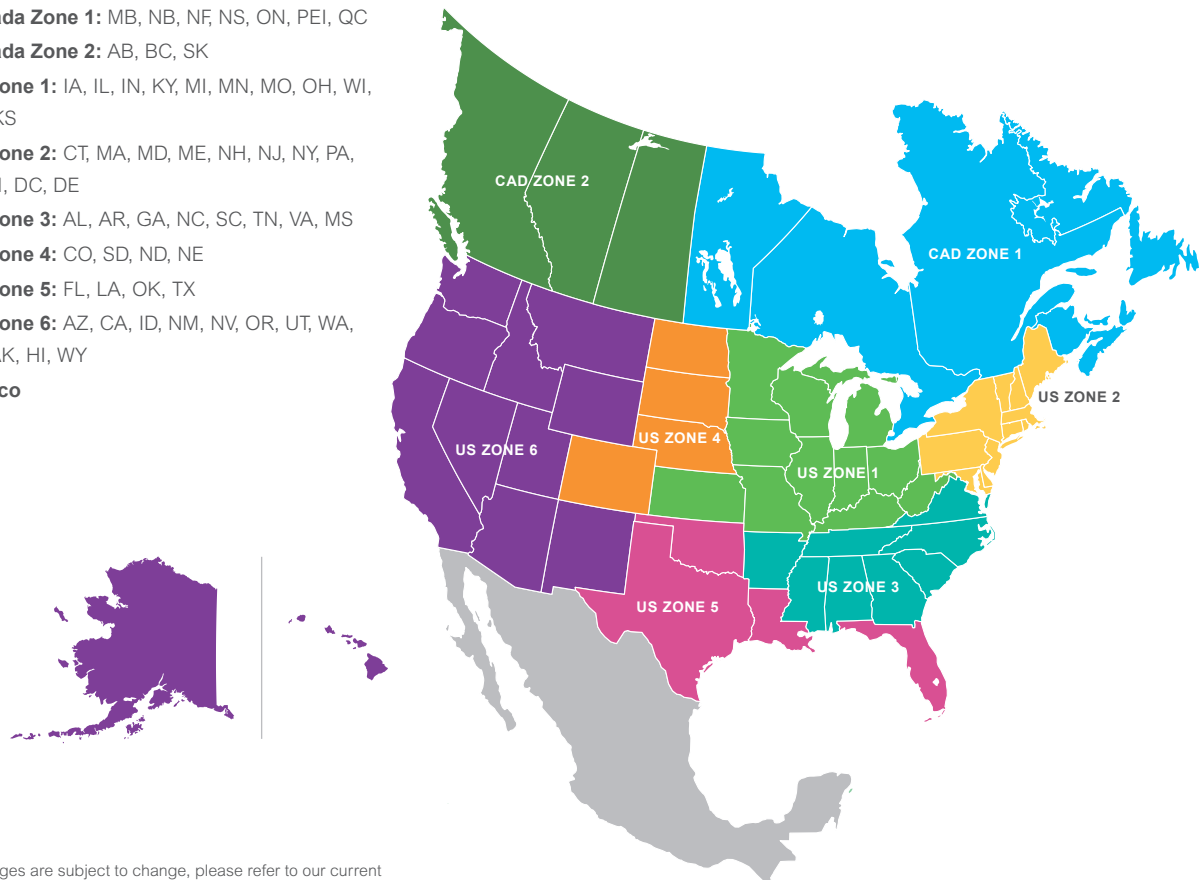
## Freight Policy

### Upcharges

Freight Surcharge by Zone:

	<b>TL Orders 39,000 lbs. or greater Freight charge per short ton (per cwt)</b>	<b>Stop-off orders between 5,000 – 39,000 lbs. freight charge per short ton (per cwt)</b>	<b>LTL Orders less than 5,000 lbs. Customer responsible for all Freight</b>
CAD Zone 1 (US\$)	\$40.00 (\$2.00)	\$80.00 (\$4.00)	Call
CAD Zone 2 (US\$)	\$150.00 (\$7.50)	\$310.00 (\$15.50)	Call
CAD Zone 1 (CA\$)	\$50.80 (\$2.54)	\$101.60 (\$5.08)	Call
CAD Zone 2 (CA\$)	\$190.60 (\$9.53)	\$394.00 (\$19.70)	Call
US Zone 1	\$40.00 (\$2.00)	\$60.00 (\$3.00)	Call
US Zone 2	\$40.00 (\$2.00)	\$80.00 (\$4.00)	Call
US Zone 3	\$60.00 (\$3.00)	\$100.00 (\$5.00)	Call
US Zone 4	\$90.00 (\$4.50)	\$130.00 (\$6.50)	Call
US Zone 5	\$90.00 (\$4.50)	\$250.00 (\$12.50)	Call
US Zone 6	\$130.00 (\$6.50)	\$290.00 (\$14.50)	Call

- **Canada Zone 1:** MB, NB, NF, NS, ON, PEI, QC
- **Canada Zone 2:** AB, BC, SK
- **US Zone 1:** IA, IL, IN, KY, MI, MN, MO, OH, WI, WV, KS
- **US Zone 2:** CT, MA, MD, ME, NH, NJ, NY, PA, VT, RI, DC, DE
- **US Zone 3:** AL, AR, GA, NC, SC, TN, VA, MS
- **US Zone 4:** CO, SD, ND, NE
- **US Zone 5:** FL, LA, OK, TX
- **US Zone 6:** AZ, CA, ID, NM, NV, OR, UT, WA, MT, AK, HI, WY
- **Mexico**



Freight Charges are subject to change, please refer to our current freight policy under [Customer resources \(billerud.com\)](#).

### **Sheeting Upcharge**

An upcharge of \$120/ton (\$6.00/cwt) over established reel pricing will be applied to all sheet orders.

### **Process or Rewind Order Upcharge**

A custom size, quick-turn upcharge of \$110/ton (\$5.50/cwt) will be added to orders that require an item with delivery requirements earlier than machine ready date.

### **Less than Truckload Order Quantity**

Any orders for either reels or sheets less than a full truckload (39,000 lbs.).

### **Reel Roll Width Policy**

Billerud offers a variety of standard size and narrow width rolls. Narrow width rolls require additional converting, packaging and handling processes.

- Narrow width rolls are generally available via standard quote process and subject to approval.
- Narrow width roll upcharges are necessary due to trim, excess roll handling, and processing required to produce the respective roll sizes.
- Upcharge amounts will be provided per policy. Any associated upcharges will be applied at the time of order entry.

### **Narrow Reel Policy**

Narrow rolls are defined as those with widths below standard making minimums, with a minimum width of 10". Narrow rolls will require an upcharge of \$100/ton (\$5.00/cwt). Note, the diameter of a reel will not exceed the reel width multiplied by 2.5.

### **Roll Diameter Upcharge**

Any order for other than 59 1/16" (1,500 mm) outside diameter is subject to approval and upcharge.

### **Small Format Sheet Upcharge**

In addition to the \$120/ton (\$6.00/cwt) sheeting upcharge, any order for sheets sized between 8.5" x 11" up to but not including 17.5" x 22.5" will require an additional upcharge of \$140/ton (\$7.00/cwt).

### **Large Format Sheet Upcharge**

In addition to the \$120/ton (\$6.00/cwt) sheeting upcharge, any order for sheets sized between 54" x 58" up to and including 65" x 82" will require an additional upcharge of \$100/ton (\$5.00/cwt).

### **Lightweight Skids**

Skids of CrownBoard Prestige and CrownBoard Craft weighing less than 1,000 lbs. are subject to a \$30/ton (\$1.50/cwt) upcharge.

## Certificates and Statements

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- Regulation (EC) No 1935/2004 Article 3
- The German Food Law §§ 30 und 31 in der Lebensmittel-, Bedarfsgegenstände und
- Futtermittelgesetzbuch (LFBG)
- The German Recommendation BfR No 36 A revised as of June 1, 2007
- The American Code of Federal Regulations Title 21 Chapter 1 - FDA Parts 176.170180 revised as of April 1, 2008
- Certificate of Authenticity (programming in process)
- Certificate of Conformity
  - Certificate of conformity Billerud CrownBoard Prestige
  - Certificate of conformity Billerud CrownBoard Craft
- Product Safety
  - Product Safety certificate Billerud CrownBoard Prestige
  - Product Safety certificate Billerud CrownBoard Craft
  - Product Safety certificate Billerud CrownBoard Prestige, microwave
  - Product Safety certificate Billerud CrownBoard Craft, microwave
- Safety of Toys
  - Safety of toys Billerud CrownBoard Prestige
  - Safety of toys Billerud CrownBoard Craft
  - Packaging Waste and Heavy Metals
  - Packaging and packaging waste directive Billerud CrownBoard Prestige
  - Packaging and packaging waste directive Billerud CrownBoard Craft
- Material Recovery
- Concentration levels of heavy metals
- Clay Coated Paperboards
- Chloropropanol
- Off Flavour
  - Off flavour – Billerud CrownBoard Prestige
  - Off flavour – Billerud CrownBoard Craft
- ISEGA Certificates
  - ISEGA certificates Billerud CrownBoard Prestige
  - ISEGA certificates Billerud CrownBoard Craft
- Miscellaneous
  - Biodegradability
  - Bleaching
  - DPBP – Diisobutyl phthalate
  - EN648-2006 Billerud CrownBoard Prestige
  - Epoxy Derivates – 2006/16/EC
  - Genetically Modified raw materials
  - PFOA – Perfluorooctanoic Acid
  - PFOS – Perfluorooctane Sulfonates
  - REACH Regulation
- Quality management system ISO 9001
- Environmental management system ISO 14001
- Hygiene certificate BRC/IOP
- Energy management system certificate
- Material Recovery
- Genetically Modified raw materials
- FSC® C014984 CoC certification
- PEFC/29-31-92 CoC certification
- SFI® CoC certification

## Additional Sales Policies

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### **Breaking or Opening Packages**

Billerud will not ship broken or opened skids under any circumstances.

### **Rolls on Pallets**

Packing rolls on pallets is a non-standard configuration and is subject to approval and upcharge. Please contact your sales representative.

### **Additional Information**

This Sales Policy is incorporated by reference into and supplement to the Terms and Conditions of Sale. Billerud may change this Sales Policy at any time without notice.



**billerud.com**

Billerud Americas Corporation 8540 Gander Creek Drive Miamisburg, Ohio 45342 800 258 8852