



Information Gathering Form

Saddle Creek Corporation

Company Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____

Contact Name: _____
 Title: _____
 E-mail address: _____
 Telephone: _____
 Fax: _____
 Mobile: _____

General

Select desired Saddle Creek location

Atlanta, GA _____	Lakeland, FL _____
Charlotte, NC _____	Macon, GA _____
Chicago, IL _____	Modesto, CA _____
Florence, NJ _____	Ontario, CA _____
Fort Worth, TX _____	Buena Park, CA _____
Jacksonville, FL _____	Other _____

What is the description of the commodity(s) to be packaged?	
Projected volume: (Ex. Completed units)	
Product will arrive:	<input type="checkbox"/> Palletized, <input type="checkbox"/> Slipsheet, <input type="checkbox"/> Floor Loaded, <input type="checkbox"/> Other, please describe
How will raw product (wip) be packaged:	<input type="checkbox"/> Carton, <input type="checkbox"/> Tray, <input type="checkbox"/> Bundle, <input type="checkbox"/> Shrink Wrapped, <input type="checkbox"/> Other, please describe
Projected on-hand inventory of materials, prior to packaging by item:	
Number of units each? <i>Provide sample of finished item, or prototype if available.</i>	
Description of what you need for us to do with the product/wip. <i>Please provide sample of finished item or prototype of item if available.</i>	<input type="checkbox"/> Repackage, <input type="checkbox"/> Framed Carton, <input type="checkbox"/> Shrink Wrap, <input type="checkbox"/> Tray, <input type="checkbox"/> Bundle, <input type="checkbox"/> Label, <input type="checkbox"/> Display, <input type="checkbox"/> Counter Top <input type="checkbox"/> Floorstand, <input type="checkbox"/> Other, please describe
Provide a written, detailed, step by step description of requirements. Be sure to include pieces per unit, package size, labels, or stickers per unit, shrink film specs if known.	
Outline timing of program requirements. Receipt of merchandise and materials (wip), completion date, and/or initial ship date(s).	



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Will finished units be stored on pallets? If no, please describe.	
Is there a recommended stack pattern? If yes, please define.	
Will the product store or ship more than one high? If yes, how many?	
Will finished goods ship as completed? If no, what is expected storage term?	
Are there other special requirements?	<input type="checkbox"/> Special QC Requirements, <input type="checkbox"/> Ink Jet Application, <input type="checkbox"/> Other
How will finished product ship?	<input type="checkbox"/> UPS, <input type="checkbox"/> FedEx, <input type="checkbox"/> LTL, <input type="checkbox"/> TL, <input type="checkbox"/> CPU

Other

How did you hear about Saddle Creek?

Is there any other information that Saddle Creek needs to know in order to provide an accurate solution for your business requirements?

Thank you for your interest in Saddle Creek Corporation. Feel free to contact us at 888.878.1177 if you have questions. Please return completed form to info@saddlecrk.com or fax to 863.666.8295.