



Verso Corporation
Sheet Sales Policy

February 2020

8540 Gander Creek Drive
Miamisburg, Ohio 45342
800-258-8852
versoco.com



Sales Policies

Sheet Products

This sheet sales policy provides our customers with important information on various topics relating to the purchase of sheet and sheeter roll products from Verso Corporation. Additional information can be found in the Terms and Conditions of Sale, Re:Solution Handbook, Freight Charge Table and Standard Stocking Items Guide, which are located on Verso's website (versoco.com).

Order Placement

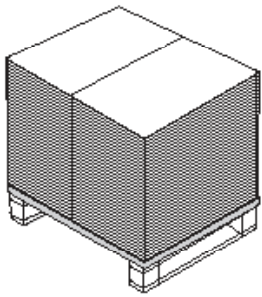
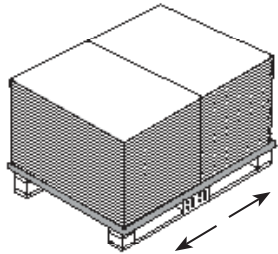
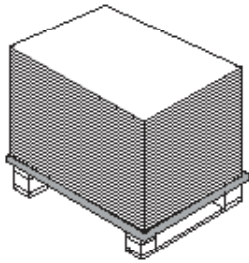
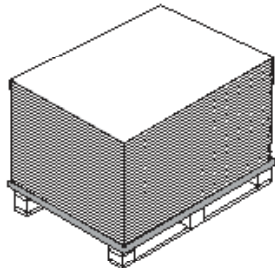
Customers can place orders by calling their Verso Customer Service Representative (800-258-8852) Monday through Friday, excluding public holidays, between 8:00 a.m and 6:00 p.m. EST. Customers can also place orders with Verso 24-hours a day, seven days a week by EDI/XML, email, fax (877-358-3776) or mail.

Folio Skid Packing Overview - Mini Pack

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

Mini Pack Grades Sterling® Premium
Anthem Plus®

Sheet Size(s)

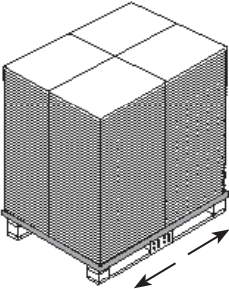
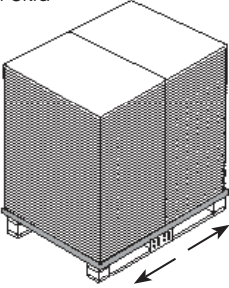
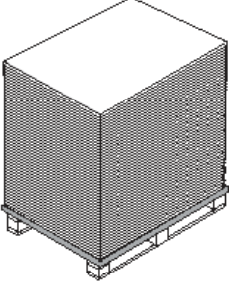
Sheet Size(s)	Mini Pack Grades	Typical Sizes Include:	Diagram	Description
SMALL	Two Tier Mini Skid	17.5 x 22.5 18 x 23 19 x 25 20 x 26 20 x 28		Both Sheet Directions (Width & Length) are less than 29 inches. The shipping package is 1 skid with 2 tiers of paper. This is <u>not</u> a Press Ready Skid Design
MEDIUM-SMALL	Breakaway Press Ready Two Tier Skid	23 x 29 24 x 29		One Sheet Direction is less than 29 inches while the other direction is 29 inches or more, but less than 35 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
MEDIUM	Press Ready Mini Skid	23 x 35 24 x 36 25 x 38 28 x 40 28 x 41		One Sheet Direction is less than 29 inches but greater than 23 inches, and the other direction is 35 inches or more. This shipping package is a single skid with one tier of paper. This is a Press Ready Skid Design
LARGE	Press Ready Skid	29 x 41 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

Folio Skid Packing Overview - Standard Pack

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

Standard Pack Grades Sterling® Ultra C1S
Productolith® Pts. C2S
Productolith® Pts. C1S

Sheet Size(s)

SMALL	<p>Breakaway Four Tier Skid</p> <p>Typical Sizes Include: 17.5 x 22.5 18 x 23 19 x 25 20 x 26 20 x 28</p>		<p>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.</p> <p>This is <u>not</u> a Press Ready Skid Design</p>
MEDIUM	<p>Breakaway Press Ready Two Tier Skid</p> <p>Typical Sizes Include: 23 x 29 23 x 35 24 x 36 25 x 38 28 x 40</p>		<p>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.</p> <p>This is a Press Ready Skid Design</p>
LARGE	<p>Press Ready Skid</p> <p>Typical Sizes Include: 29 x 41 38 x 50 44 x 64 54 x 77</p>		<p>Both Sheet Directions (Width & Length) are 29 inches or greater. The shipping package is 1 skid with a single tier of paper.</p> <p>This is a Press Ready Skid Design</p>



Definitions Stocking and Making Products

Stocking Products

Stocking Items

A complete listing is shown in the Verso Sheet Stocking Guide.

Making Products

Standard Making Items

A grade, basis weight, finish or size that is routinely manufactured by the mill but not inventoried.

One Item

One size, basis weight, grain, finish, and color in one grade and packing.

Minimum Acceptable Standard Making Order Quantity

Sheets:	Text	Cover
Sterling® Premium	5,000 lbs.	5,000 lbs.
Productolith® Pts. C1S	5,000 lbs.	5,000 lbs.
Productolith® Pts. C2S	5,000 lbs.	5,000 lbs.
Anthem Plus®*	20,000 lbs.	10,000 lbs.
Sterling® Ultra C1S	5,000 lbs.	—
Rolls:	All grades	
sheeter rolls**	5,000 lbs.	
Digital:	All grades	
text, cover, caliper	5,000 lbs. skid packed***	
	10,000 lbs. bulk packed in junior cartons****	
	20,000 lbs. wrapped packages in junior cartons****	
web	5,000 lbs.	

* Anthem Plus® making sizes are subject to a \$3/cwt. making upcharge.

** Sheeter roll orders are subject to minimum run and trim if requested OD is not a standard 50" OD. Sheeter roll orders are subject to marketing approval.

*** Yielded quantity of master rolls for skid packed digital items will be shipped.

**** Making size orders packaged in junior cartons and making size orders packaged in wrapped packages placed in junior cartons, are subject to Verso capability review and acceptance.

Standard Making Sheet Size Ranges:

		PREMIUM & CALIPER	ECONOMY	C1S
		Sterling® Premium Productolith® Pts. C1S Productolith® Pts. C2S	Anthem Plus®	Sterling® Ultra C1S
Parameter	Units			
Minimum	Inches	17½" x 22½"	17½" x 22½"	17½" x 22½"
Maximum	Inches	54" x 58"	38" x 50"	64" x 64"

Non-Standard Making Items

Consult Verso Customer Service for permissible overrun/underrun variation. Sheet sizes that fall outside of the standard making size range or our standard product offering such as new grade, basis weight, finish or higher recycled content. Non-standard making items need marketing's approval and are subject to minimum run and trim requirements.



Definitions Stocking and Making Products (cont.)

Selling Practices

Grain Direction

All orders must specify grain direction, otherwise the mill will default to grain long. Exceptions to this rule are stocking items where grains are specified.

Short Grain–Offset Printing

Verso will not guarantee against wrinkling and register control problems resulting from lithography on short grain papers.

Minimum Acceptable Stocking Item Order

Minimum order quantity is 10,000 lbs. and may be comprised of multiple stocking items.

Billing

Sheets: Billed at nominal basis weight.

Sheeter Rolls: Billed at gross weight.

Shipment Policy–Over/Under Delivery Specifications

Standard Making, Stocking Items and Non-Standard Making Items

The following table outlines the permissible over and underruns on an item which constitute good delivery. When orders carry a definite maximum or minimum limitation as to quantity ordered such as “not more than” or “not less than,” limiting the manufacturer to a one-way variation, the percentage of one-way variation allowable for the quantity is doubled.

quantity	normal	if “not more than”	if “not less than”
Less than 5,000 lbs.	+ or -20%	-40%	+40%
5,000 – 9,999	+ or -10%	-20%	+20%
10,000 – 43,999	+ or -5%	-10%	+10%
44,000 – 224,999	+ or -3%	-6%	+6%
225,000 – 449,999	+ or -2%	-4%	+4%
450,000 – 749,999	+ or -1.5%	-3%	+3%
750,000 & over	+ or -1%	-2%	+2%

Sheeter Roll orders will be manufactured to deliver full rolls (no partial rolls).



Definitions Stocking and Making Products (cont.)

Selling Practices (cont.)

Broken Pallets

For all sheet fed grades: (Sterling® Premium, Sterling® Premium Digital™, Sterling® Premium Digital™ for HP Indigo, Productolith® Pts., Productolith® Pts. Digital, Futura®, Anthem Plus®, Blazer Digital®, OptiLitho™ and Sterling® Ultra C1S) the upcharge for breaking a pallet of cartons will be \$1.00/cwt on 3 cartons or less. There will be no penalty for ordering a broken pallet of more than 3 cartons.

Grade	Upcharge	Comments
Sterling® Premium, Productolith® Pts., Sterling® Ultra C1S	\$1/cwt per line item when 3 cartons or less are ordered.	No upcharge for breaking pallet when 4+ cartons are ordered.
Digital (All Grades)	\$1/cwt per line item when 3 cartons or less are ordered.	No upcharge for breaking pallet when 4+ cartons are ordered.
Anthem Plus®	\$1/cwt per line item when 3 cartons or less are ordered.	Cannot break pallets for Anthem Plus® when shipping to merchant's floor. Can break pallets when shipping direct to printer.

Breaking or Opening Packages

Verso will not ship broken or opened cartons/skids under any circumstances.

Sheeter Rolls on Pallets

Rolls are available on pallets subject to mill approval and a \$1.50/cwt. up charge.

Lightweight Skids

Premium and Economy:

- Press Ready Skids and Breakaway Press Ready Two-Tier Skids weighing between 1,200 and 2,000 lbs. are subject to a \$1.50/cwt. up charge.
- Minimum weight for Sterling® Premium and Anthem Plus® mini skids is 1,000 lbs.

Caliper and C1S:

- Skids of Sterling® Ultra C1S and Productolith® Pts. C1S & C2S weighing between 1,200 and 2,000 lbs. are subject to a \$1.50/cwt. up charge.

Quotation Availability

All quotes for standard making items are honored for 24 hours unless otherwise quoted. Sheet quotes for making sizes are subject to master roll availability.

Manufacturing Orders

Verso does not provide a Last Date of Change (LDC) for making sheet orders.



Sheet Policies

Small Sheet Capabilities

The following policies apply to any sheet between 8.5" x 8.5" up to but not including 17.5" x 22.5"

		Premium & Caliper	Economy	C1S
		Sterling® Premium Productolith® Pts. C1S Productolith® Pts. C2S	Anthem Plus®	Sterling® Ultra C1S
		All Weights	All Weights	All Weights
Parameter	Units			
Minimum Width (Cross Direction)	Inches	8.5	8.5	8.5
Minimum Length (Machine Direction)	Inches	8.5	8.5	8.5
Process		Precision Sheeted	Precision Sheeted	Precision Sheeted
Non Std. Size, Minimum Quantity	Pounds	10,000	20,000	10,000
Small Size Up Charge	\$/cwt.	\$7	\$9	\$7
Pack types: small sheets		Mini Skids & Skids	Mini Skids & Skids	Skids
Turn Around (If Rolls Available)		14 Days*	21 Days*	14 Days*

*If inventories are available; otherwise Run + stated Turn Around days.

All small sheet orders are subject to approval.



Sheet Policies (cont.)

Large Format Sheet Capabilities

The following policy applies to sheet sizes greater than the stated minimum width and/or length, and less than equal to the stated maximum length and width.

		Premium & Caliper	Economy	C15
		Sterling® Premium Productolith® Pts. C15 Productolith® Pts. C25	Anthem Plus®	Sterling® Ultra C15
		All Weights	All Weights	All Weights
Parameter	Units			
Minimum Width (Cross Direction)	Inches	54	38	64
Minimum Length (Machine Direction)	Inches	58	50	64
Maximum Width* (Cross Direction)	Inches	72	72	72
Maximum Length* (Machine Direction)	Inches	81	81	81
Process		Precision Sheeted	Precision Sheeted	Precision Sheeted
Non Std. Size, Minimum Quantity	Pounds	20,000	20,000	20,000
Large Size Up Charge	\$/cwt.	\$5	\$7	\$5
Pack types: large sheets		Skids	Skids	Skids
Turn Around ** (If Rolls Available)		14 Days	21 Days	14 Days

* Please inquire for capabilities and associated costs for sheets larger than stated maximums.

** If inventories are available; otherwise Run + stated Turn Around days.

All large sheet orders are subject to marketing approval.



PressDate® Service

PressDate® Service

PressDate® Service provides custom cut sizes of quality products fast. Ready to ship in 3 business days.

The PressDate® Service program includes the following grades and parameters:

Grade	Text	Cover	Minimum Sheet Width – PD	Minimum Sheet Length – PD	Maximum Sheet Width – PD	Maximum Sheet Length – PD	PressDate® Up Charge	PressDate® Turn Time**	PressDate® Order Quantity
Sterling® Premium (G,D,M)	70, 80, 100	80, 100	17.5"	22.5"	58"	50"	None	3 business days or sooner	5,000 lb. min. & 42,500 lb. max.
Productolith® Pts., C1S & C2S	None	8, 10, 12 pt.	17.5"	22.5"	58"	50"	None	3 business days or sooner	5,000 lb. min. & 42,500 lb. max.
Sterling® Ultra C1S	70, 80, 95	None	17.5"	22.5"	64"	64"	\$2/cwt.	3 business days or sooner	5,000 lb. min. & 42,500 lb. max.

G = Gloss D = Dull M = Matte

PressDate® Service Order and Shipment Schedule

Order Date	Time*	Ship Date**
Mon	AM	Wed
Mon	PM	Thu
Tue	AM	Thu
Tue	PM	Fri
Wed	AM	Fri
Wed	PM	Mon
Thu	AM	Mon
Thu	PM	Tue
Fri	AM	Tue
Fri	PM	Wed

PressDate® Service orders are packed according to standard folio skid guidelines.

* Order cut off time is 12:00 PM Eastern.

**Ships in 3 business days or sooner, subject to sheeter roll availability, unforeseen mill outages and national holidays.



Manufacturing Tolerances and Small Roll Policy

Sheeter Rolls

Sheeter Roll Width Tolerances

Coated – Ordered size +1/16"

Sheeter Roll Diameter

Maximum sheeter roll diameter will be ordered diameter +0". Minimum sheeter roll diameter will be ordered diameter minus 2".

Sheeter Roll Standard Configuration:

	O.D.	Core
Sterling® Premium*	50	6"
Productolith® Pts. C1S	50	6"
Productolith® Pts. C2S	50	6"
Anthem Plus®*	50	6"
Sterling® Ultra C1S	50	6"

* Anthem Plus making sizes are subject to a \$3/cwt. making upcharge

Diameter and Core: Alternate diameter and core requests subject to mill approval and capability.

Small Roll Policy

Verso offers various small width making size sheeter rolls. Small width is defined as sheeter rolls less than 15 inches wide.

- Availability of small width sheeter roll sizes vary by product based on Verso manufacturing capabilities and are subject to mill approval.
- Small width sheeter roll upcharges may be necessary due to excess roll handling and rewinding required to produce the respective roll sizes.
- Upcharge amounts will be provided upon request. Any associated upcharges will be applied at the time of order entry.

This small roll policy applies to the following grades:

Sterling® Premium
Productolith® Pts. C1S
Productolith® Pts. C2S
Anthem Plus®
Sterling® Ultra C1S



Manufacturing Tolerances

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

	Bed Sheets	Folio & Digital
	Any direction $\geq 50''$	Both directions $< 50''$
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"

Basis Weight Tolerance Verso guarantees the basis weight to be +/- 3% of target, based on a parent reel. Other limits may be agreed to with specific customers for specific products with prior approval, on a case-by-case basis. Grades where a caliper specification is defined are controlled to meet their caliper specification and may be exempt from this basis weight guarantee.



Additional Sales Policies

Invoicing and Payment	Verso's invoices are generated at the time of shipment and will be delivered through Verso's website (versoco.com), automated fax, EDI/XML, email or mail. Customers may pay Verso's invoices by certified check, company check, ETF wire or ACH wire.
Trial Orders	Verso 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 Verso 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 sent to Verso's Sample Center. The printed samples are reviewed by Verso for use as a print sample. Trial credit is issued upon completion of all of the steps outlined above.
Transit Damage	Transit Damage claims are process through Verso's Easy Claim® program. Please refer to our Transit Damage policy document.
Late Deliveries	Verso will make every effort to deliver an order on time. Verso will not assume responsibility for extra costs, including press downtime, incurred as a result of late delivery.
Product Returns	<p>Defective Products - The return of defective Verso products, whether they be manufacturing, quick-turn or stock items, is addressed in the Re:Solution Handbook located on Verso's website (versoco.com).</p> <p>Non-Defective Products -</p> <ul style="list-style-type: none">• Stock Items - Verso will accept returns of non-defective stock items provided (1) the return is approved in advance by the customer's Verso Customer Service Representative, (2) not more than 30 days elapse between the product's original delivery and its return to Verso and, (3) the product and its packaging is received in pristine condition. All returned stock items will be subject to a \$25.00/cwt restocking and handling charge as well as freight charges for both delivery and return. The minimum charge for returned product is \$250.00.• Making Items - Verso does not accept returns of non-defective manufacturing, quick-turn or market pulp products.
Additional Information	<p>This Sales Policy, as well as the Re:Solution Handbook, are incorporated by reference into and supplement the Terms and Conditions of Sale. Verso may change this Sales Policy at any time without notice. Other references available on our website (versoco.com) include the Freight Charge Table and the Standard Stocking Items Guide.</p> <p>For web products, refer to the Verso Web Sales Policy.</p>



Paper Math – Determining Ream Weights and M Weights

M Weight To find the M Weight, first calculate the ream weight using the rounding rules, and multiply by 2. This is the weight of 1,000 sheets.

Note:

When finding the M Weight for web products, the area of basic size is always 25" x 38".

Ream Weight Formula $\frac{\text{length} \times \text{width} \times \text{basis weight}}{\text{basic size}} = \text{Ream Weight}$

M Weight Formula = Ream Weight x 2

Rounding Rules Ream weight is the weight of 500 sheets.

1. If length x width is greater or equal to 864 inches, round to whole number
2. If length x width is less than 864 inches, round to 0.5.

Basic Sizes	Bond	17 x 22 = 374 square inches
	Text	25 x 38 = 950 square inches
	Tag/board	24 x 36 = 864 square inches
	Cover	20 x 26 = 520 square inches*
	C1S Label	25 x 38 = 950 square inches

*For web cover weights use 25" x 38".

M Weight Example Find the M Weight of a sheet of 31" x 45", 100 lb. C2S text.

$$\frac{(31 \times 45) \times 100}{25 \times 38} = 147 \text{ lbs.} \times 2 = 294 \text{ M}$$

Ream Weight Example Find the Ream Weight of a sheet of 35" x 46", 60 lb. C2S text.

$$\frac{(35 \times 46) \times 60}{25 \times 38} = \frac{96,600}{950} = 102 \text{ lbs. per ream}$$

Weight of a Given Number of Sheets To determine the weight of a given number of sheets, multiply the M Weight by the number of sheets and divide the result by 1,000.

Formula $\frac{\text{M Weight} \times \text{number of sheets}}{1,000} = \text{Total Weight}$

Example Find the weight of 2,100 sheets of 23" x 35", 70 lb. C2S text.

$$\frac{119\text{M} \times 2,100}{1,000} = 250 \text{ lbs.}$$



Pricing Calculations – Determining Price Per Thousand Sheets (MSH)

Formula	$\frac{\$/\text{cwt.} \times \text{M Weight}}{100} = \$/\text{Thousand Sheets (MSH)}$
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Example 1	Calculate the price MSH for 28" x 40", 120 lb. C2S cover. The price per cwt. is \$95.00.
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$$\frac{\$95.00/\text{cwt.} \times 516\text{M}}{100} = \$490.20/\text{MSH}$$

For \$/cwt. Formula	$\frac{\$/\text{MSH} \times 100}{\text{M Weight}} = \$/100 \text{ lbs.}$
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Example 2	Calculate the price per cwt. for 120 lb. C2S cover. The price per MSH is \$490.20.
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$$\frac{\$490.20/\text{MSH} \times 100}{516\text{M}} = \$95.00/\text{cwt.}$$