



Cartonboard Core Offer

CARTONBOARD SALES POLICY – NORTH AMERICAN SUPPLY CHAIN



Billerud Americas Corporation | 10050 Innovation Drive, Suite 200 | Miamisburg, Ohio 45342 | 800 258 8852 | 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).

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.

SALES POLICIES

Web Products

This web sales policy provides our customers with important information on various topics relating to the purchase of cartonboard products from Billerud Americas Corporation. Additional information can be found in the Terms and Conditions of Sale, Resolution Handbook, Freight Policy, which are located on Billerud's website (billerud.com).

ORDER PLACEMENT

Customers can place orders by calling their Billerud Customer Service Representative (800-258-8852) Monday through Friday, excluding public holidays, between 8:00 a.m. and 5:30 p.m. EST. Customers can also place orders with Billerud 24-hours a day, seven days a week by EDI/XML, email, fax (877-358-3776).

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 Billerud Americas Corporation. Additional information can be found in the Terms and Conditions of Sale, Resolution Handbook, Freight Policy and Stocking Guide, which are located on Billerud's website (billerud.com).

ORDER PLACEMENT

Customers can place orders by calling their Billerud Customer Service Representative (800-258-8852) Monday through Friday, excluding public holidays, between 8:00 a.m. and 5:30 p.m. EST. Customers can also place orders with Billerud 24-hours a day, seven days a week by EDI/XML, email, fax (877-358-3776).

ORDER ACCEPTANCE

Orders are subject to acceptance by Billerud. Billerud will issue an 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 acknowledgments for accuracy and must notify Billerud immediately of any requested changes to the information in any acknowledgment.

Quick-Turn and Stock Orders

Customers may not change or cancel a stock order or making order after Billerud issues an order acknowledgment.

Product Portfolio

Billerud provides three primary grades manufactured from our North American mill.

These North American manufactured cartonboard products are defined by years of coating expertise with a smooth fine paper print surface delivering beautiful print resolution for today’s savvy brand owners looking to draw in consumers with packaging that gets straight to the point.

Voyager® SB is the perfect combination of strength and beauty with a solid bleached sulfate (SBS) composition paired with a fine-paper print surface and bright, blue-white shade. Available in C1S, Voyager SB delivers shelf impact to help consumers choose your brand and carry it away.

Voyager® is a new solid bleached sulfate (SBS) board that meets the demands of everyday packaging and graphical applications, economically and beautifully. Made in America, Voyager has the availability, performance and customer support to be your preferred brand.

Voyager® FSB is the optimum domestic choice for your food service needs. An extension of the Voyager family this new solid bleached sulfate (SBS) board is all bleached with a C1S design. Manufactured sustainably and fully recyclable, Voyager FSB is ideal for dependable day to day products.

These products are offered in the following weights:

Voyager SB:

Grade	Basis Wts		GSM	Brightness	Gloss	Opacity	Moisture	
	Board 24x36	Text 25x38						
C1S	8 pt.	108	119	176	91	40	97	5
	10 pt.	134	147	218	91	40	98	5
	12 pt.	157	173	256	91	40	99	5
	14 pt.	183	202	299	91	40	99.5	5

Voyager:

Grade	Basis Wts	GSM	Brightness	Gloss	Opacity	Moisture
C1S	8 pt.	163	88	40	97	6
	10 pt.	194	88	40	98	6
	11 pt.°	210	88	40	98	6
	12 pt.	225	88	40	98	6
	14 pt.	256	88	40	98	6
	16 pt.	288	88	40	98	6

°Non-standard making item. Requires minimum accumulation, trim and approval.

Voyager FSB:

Grade	Basis Wts	GSM	Brightness	Gloss	Opacity	Moisture
C1S	8 pt.	176	88	40	97	TBD
	10 pt.	200	88	40	98	TBD
	12 pt.	230	88	40	98	TBD
	14 pt.	260	88	40	98	TBD

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 Management

Ordering Information

Minimum Order Quantities

Minimum quantities for web products are:

grade	manufacturing
Voyager SB	20,000 lbs.
Voyager	20,000 lbs.
Voyager FSB	20,000 lbs.

Depending on roll size, a package may contain more than one roll.

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, and finish in one grade and packing.

Minimum Acceptable Standard Making Order Quantity per Item

Sheets:	Text	Cover
Voyager® SB	20,000 lbs.	20,000 lbs.
Productolith® Pts. C1S	20,000 lbs.	20,000 lbs.
Productolith® Pts. C2S	20,000 lbs.	20,000 lbs.
Rolls:	All grades	
sheeter rolls	20,000 lbs.	
Digital:	Premium Digital	
text, cover, caliper	20,000 lbs. skid packed*	
	20,000 lbs. bulk packed in junior cartons**	
	20,000 lbs. wrapped packages in junior cartons**	
Productolith® Pts. Digital™	See outside sales representative	

Small and large sheet sizes are subject to alternative minimum quantities, see page 7-8 or contact Customer Service for additional details.

*Yielded quantity of master rolls for skid packed digital and folio 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 Billerud capability review and acceptance.

Order Management (cont.)

Making Products (cont.)

Standard Making Sheet Size Ranges:

CALIPER				
Voyager® SB Productolith® Pts. C1S Productolith® Pts. C2S				
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 Billerud Customer Service for permissible overrun/underrun variation for non-standard making items, both in terms of sheet size or product. Non-standard making items are subject to approval and are subject to minimum run and trim requirements.

Order Processing Upcharges

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 50" or 59" outside diameter is subject to approval and upcharge.

Definitions

Stocking and Making Products

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

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

Billing

Sheets: Billed at nominal basis weight.
 Sheeter Rolls: Billed at gross weight.

Shipment Policy–Over/Under Delivery Specifications

Standard Making 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	tolerance
20,000 – 43,999	+ or -5%	+/- 10%
44,000 – 224,999	+ or -3%	+/- 6%
225,000 – 449,999	+ or -2%	+/- 4%
450,000 – 749,999	+ or -1.5%	+/- 3%
750,000 & over	+ or -1%	+/- 2%

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

Sheeter Rolls on Pallets

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

Lightweight Skids

Caliper:

– Skids of Voyager® SB C1S and Productolith® Pts. C1S & C2S weighing between 1,200 and 2,000 lbs. are subject to a \$1.50/cwt. upcharge.

Quotation Availability

All quotes for standard making items are subject to availability at the time of order unless otherwise quoted. Sheet quotes for making sizes are subject to master roll availability.

Manufacturing Orders

Billerud does not provide a Last Date of Change (LDC) for making sheet orders. Making sheet orders are considered firm at order acknowledgment.

Tolerances

Over-and-Under Run Order Tolerances	paper quantity (rolls)	tolerance*
	20,000 – 43,999 lbs.	+/- 5%
	44,000 – 249,000 lbs.	+/- 3%
	250,000 – 749,999 lbs.	+/- 2%
	> 749,999 lbs.	+/- 1%

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

If an order requests a quantity that is “not less than” or “not more than” a specified quantity, then the above tolerances are doubled to the nearest roll.

Manufacturing Tolerances

Basis Weight Tolerance

Billerud 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 the basis weight guarantee.

Roll Width Tolerances

grade	tolerance
Voyager SB	ordered size +1/16”/-0”
Voyager	ordered size +1/16”/-0”
Voyager FSB	ordered size +1/16”/-0”





Roll Diameter Tolerances

	tolerance
Maximum roll diameter	ordered diameter +0”
Minimum roll diameter	ordered diameter -2”




Roll Splice Parameters

Maximum splices per roll	3
Splices from core	4” minimum
Splices from outside edge	1”
Adjacent	1”

Roll Labels

 BILLERUD		 MADE IN USA	
315E17172C			
VOYAGER® SB			10.0
38.000		2395 LB	49.600
<small>38 (965 MM)</small>		<small>1086 KG</small>	<small>(1260 MM)</small>
0000396378		2384	16303
<small>0113559</small>		<small>0 6SF</small>	<small>01 39864451</small>
C04		GOOD	
			
		VP 3 1 5 E 17 17 2 43 <small>CO MILL MACH YR MO DAY REEL SET POS</small>	

Skid Labels

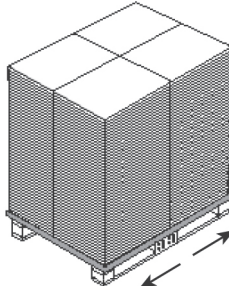
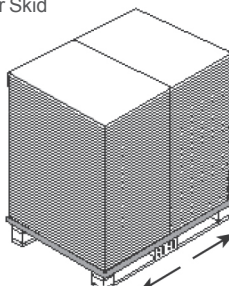
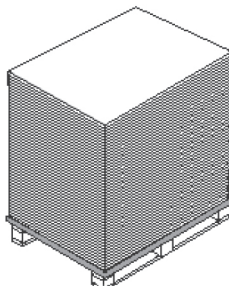
 BILLERUD			
DESCRIPTION Voyager® SB			
WIDTH 28	LENGTH 40	CALIPER 12	BS WEIGHT 173
NET WEIGHT 1500	 <small>1500</small>	SHEETS 2500	JOB NUMBER 409518/240030
PO# 1117431-2 STENCIL PO# 00015936 Line 001		SH3F295074	
SHIP TO:			
123 Sample Rd. Company Name Inc. Sample, OH 12345		SH3F295074	

Skid Packing Overview - Standard Pack

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

Standard Pack Grades Voyager® SB
Productolith® Pts. C2S
Productolith® Pts. C1S

Sheet Size(s)

<p>SMALL</p>	<p>Breakaway Four Tier Skid</p> <p>Typical Sizes Include: 17.5 x <u>22.5</u> 19 x <u>25</u> 20 x <u>26</u> 20 x <u>28</u></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>
<p>MEDIUM</p>	<p>Breakaway Press Ready Two Tier Skid</p> <p>Typical Sizes Include: 19 x <u>25</u> 20 x <u>26</u> 23 x <u>29</u> 23 x <u>35</u> 24 x <u>36</u> 25 x <u>38</u> 26 x <u>40</u> 28 x <u>40</u></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>
<p>LARGE</p>	<p>Press Ready Skid</p> <p>Typical Sizes Include: 38 x <u>50</u> 44 x <u>64</u> 54 x <u>77</u></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>

Freight Charge Tables – Manufacturing Mill Origin

Effective with all new and existing orders with confirmed delivery dates of September 1, 2023 or later. Subject to change.

Billerud Freight Charge Table	Web Rolls & Sheeter Rolls				
	*LTL Orders less than 5,000# Customer responsible for all Freight	Stop-Off Orders between 5,000# – 42,500# Freight charge per CWT (US\$)	TL Orders 42,500# or greater Freight charge per CWT (US\$)	RL Orders 160,000# or greater Freight charge per CWT (US\$)	**IM Orders 40,000# Increments Freight charge per CWT (US\$)
US Zone 1 (US\$)	CALL	\$4.00	\$2.00	\$0.75	\$1.50
US Zone 2 (US\$)	CALL	\$4.00	\$2.00	\$1.00	\$2.00
US Zone 3 (US\$)	CALL	\$5.00	\$3.00	\$2.50	\$2.75
US Zone 4 (US\$)	CALL	\$6.50	\$4.50	\$2.50	\$3.00
US Zone 5 (US\$)	CALL	\$12.50	\$4.50	\$2.50	\$3.00
US Zone 6 (US\$)	CALL	\$14.50	\$6.50	\$2.50	\$3.00
Canada Zone 1 (US\$)	CALL	\$4.00	\$2.00	\$0.75	\$1.50
Canada Zone 2 (US\$)	CALL	\$15.50	\$7.50	\$2.50	\$6.00
^Canada Zone 1 (CA\$)	CALL	\$5.08	\$2.54	\$0.95	\$1.91
^Canada Zone 2 (CA\$)	CALL	\$19.70	\$9.53	\$3.18	\$7.63
Mexico	N/A	N/A	\$8.00	\$2.50	\$5.50

Freight Charge Tables – Warehouse (Regional Distribution Center) Origin

Effective with all new and existing orders with confirmed delivery dates of September 1, 2023 or later. Subject to change.

Billerud Freight Charge Table	Northeast RDC		Midwest RDC	
	Web		Web	
	*Stop-Off 5,000# – 42,500#	TL 42,500# or greater	*Stop-Off 5,000# – 42,500#	TL 42,500# or greater
US Zone 1 (US\$)	\$11.00	\$9.00	\$3.00	\$1.00
US Zone 2 (US\$)	\$4.00	\$2.00	\$12.00	\$10.00
US Zone 3 (US\$)	\$6.00	\$4.00	\$6.00	\$4.00
US Zone 4 (US\$)	\$14.50	\$12.50	\$6.50	\$4.50
US Zone 5 (US\$)	\$20.50	\$12.50	\$12.50	\$4.50
US Zone 6 (US\$)	\$22.50	\$14.50	\$14.50	\$6.50
Canada Zone 1 (US\$)	\$5.00	\$3.00	\$5.00	\$3.00
Canada Zone 2 (US\$)	\$23.50	\$15.50	\$15.50	\$7.50
^Canada Zone 1 (CA\$)	\$6.36	\$3.81	\$6.36	\$3.81
^Canada Zone 2 (CA\$)	\$29.87	\$19.70	\$19.70	\$9.53
Mexico	N/A	N/A	N/A	N/A

*Call Billerud Customer Service to learn the rate applied

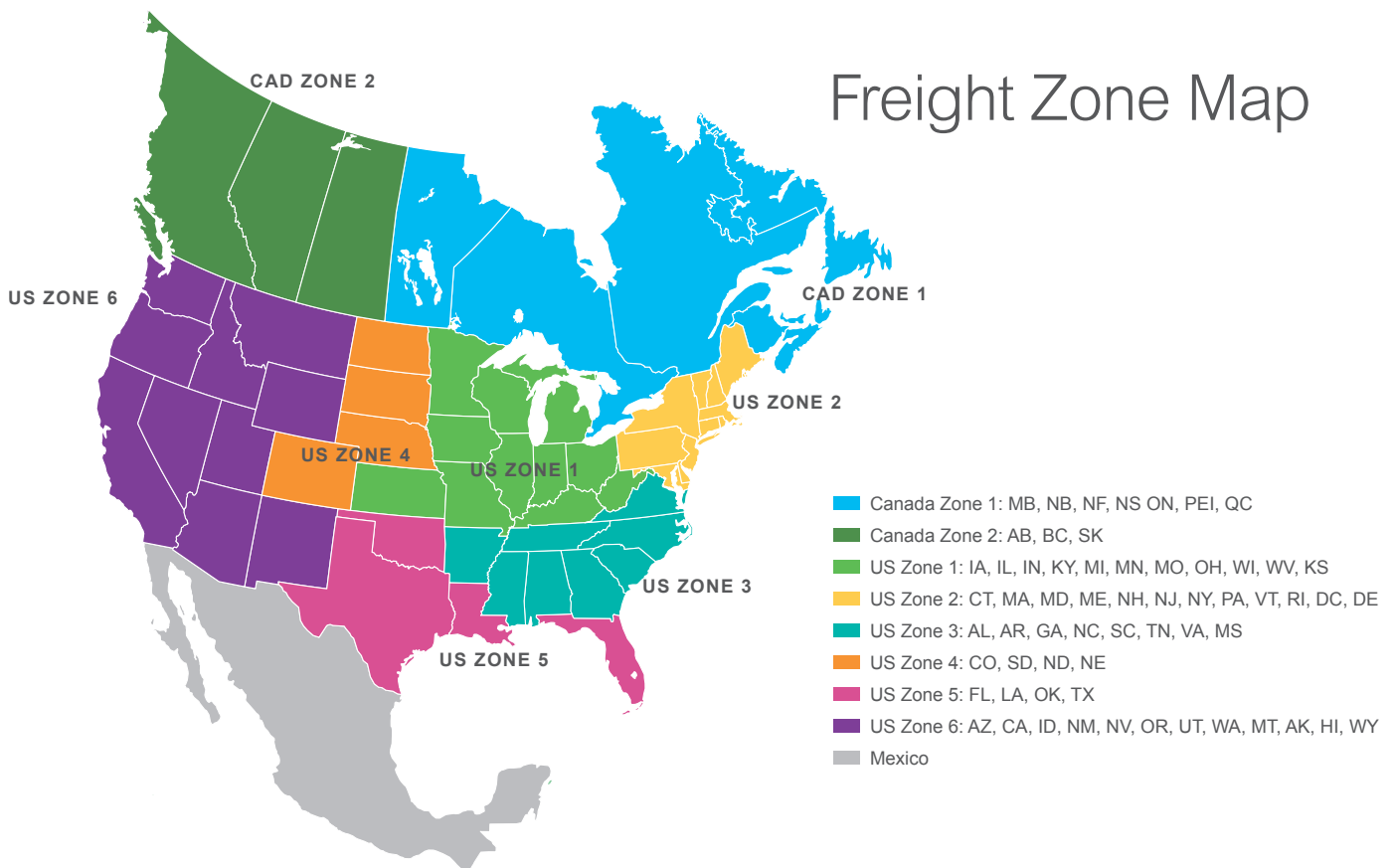
**Intermodal freight charges – call to see if applicable based on ship-to

^Exchange rates are reviewed periodically

Freight Charge Tables – Wisconsin Rapids Origin

Effective with all new and existing orders with confirmed delivery dates of September 1, 2023 or later. Subject to change.

Billerud Freight Charge Table	Sheets			
	LTL Orders less than 5,000# Customer responsible for all Freight	Stop-Off Orders between 5,000# – 42,500# Freight charge per CWT (US\$)	TL Orders 42,500# or greater Freight charge per CWT (US\$)	IM Orders 40,000# Increments Freight charge per CWT (US\$)
US Zone 1 (US\$)	CALL	\$3.00	\$2.00	\$0.50
US Zone 2 (US\$)	CALL	\$4.00	\$2.00	\$1.00
US Zone 3 (US\$)	CALL	\$5.00	\$3.00	\$3.00
US Zone 4 (US\$)	CALL	\$6.50	\$4.50	\$3.00
US Zone 5 (US\$)	CALL	\$12.50	\$4.50	\$3.00
US Zone 6 (US\$)	CALL	\$14.50	\$6.50	\$3.00
Canada Zone 1 (US\$)	CALL	\$4.00	\$2.00	\$1.00
Canada Zone 2 (US\$)	CALL	\$15.50	\$7.50	\$6.00
^Canada Zone 1 (CA\$)	CALL	\$5.08	\$2.54	\$1.27
^Canada Zone 2 (CA\$)	CALL	\$19.70	\$9.53	\$7.63
Mexico	N/A	N/A	\$8.00	\$5.50



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.

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

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	$\frac{\$/\text{cwt.} \times \text{M Weight}}{100}$	= \$/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.

$$\frac{\$95.00/\text{cwt.} \times 516\text{M}}{100} = \$490.20/\text{MSH}$$

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.

$$\frac{\$490.20/\text{MSH} \times 100}{516\text{M}} = \$95.00/\text{cwt}$$

Additional Sales Policies

Non-Standard Products	Non-standard products are subject to order acceptance. Contact your Billerud Outside Sales Representative.
Manufacturing Order Availability Quotes	All quotes for availability of standard making web 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.
Billing Weight	All web and roll paper grades are invoiced at their actual gross weight.
Invoicing and Payment	Billerud's invoices are generated at the time of shipment and will be delivered through Billerud's website (billerud.com), automated fax, EDI/XML, email or mail. Customers may pay Billerud's invoices by certified check, company check, EFT wire or ACH wire.
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 sent to Billerud's Sample Center. The printed samples are reviewed by Billerud for use as a print sample. Credit against trial orders issued upon completion of all of the steps outlined above.
Transit Damage	Transit Damage claims are processed through Billerud's Easy Claim [®] program. Please refer to our Transit Damage policy document.
Late Deliveries	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.
Product Returns	<p>Defective Products – The return of defective Billerud products, whether they be manufacturing, quick-turn or stock items, is addressed in the Resolution Handbook located on Billerud's website (billerud.com).</p> <p>Non-Defective Products – Billerud does not accept returns of non-defective manufacturing, quick-turn or market pulp products.</p> <p>– Stock Items – Billerud will accept returns of non-defective stock items provided (1) the return is approved in advance by the customer's Billerud Customer Service Representative, (2) not more than 30 days elapse between the product's original delivery and its return to Billerud 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.</p>
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	<p>This Sales Policy, as well as the Resolution Handbook, are incorporated by reference into and supplement the Terms and Conditions of Sale. Billerud may change this Sales Policy at any time without notice. Other references available on our website (billerud.com) include the Freight Policy and the Stocking Guide.</p> <p>For sheet products, refer to the Billerud Sheet Sales Policy.</p>



billerud.com