

Roll Paper Specifications -

Version 1.0: January 1, 2026

[Section A - Customer/Seller Related Information](#) – Page 2

[Section B - Customer/Seller Related Information](#) – Page 15

Roll Paper Specifications

Section A - Customer/Seller Related Information

Version 1.0: January 1, 2026

TABLE OF CONTENTS

NOTICE(S)	3
PROCESS SPECIFICATIONS	4
PAPER SPECIFICATIONS	7
ROLL SPECIFICATIONS	10
TRANSPORTATION SPECIFICATIONS	13

NOTICE(S)

These Lakeside Book Company specifications are derived from previous Roll Paper Specifications. Changes have been made to the specifications, contact information, and other details throughout this specifications document accordingly.

To the extent that any specification included on a Purchase Order issued by Lakeside Book conflicts with any specifications contained herein, the Purchase Order shall govern.

To the extent that any specification contained in Section B of this document is in conflict with Section A, Section B shall prevail.

Global Strategic Sourcing

James Kluth
Commodity Manager
James.kluth@lakesidebook.com
224.760.0607

Continuous Improvement

Eric Falter
CI & Offset Quality Director
Eric.falter@lakesidebook.com
419.309.1408

PROCESS SPECIFICATIONS

CUSTOMER FURNISHED PAPER

We value partnering with customers who provide their own paper stock. To help serve you better, Lakeside Book Company plants must be provided a copy of all furnished paper orders to our plants at the same time this information is provided to the mill. This purchase order should provide the following information:

Purchase Order Number	Web Width(s)	Ship To Address
Supplier Name	Quantity Ordered Requested	Delivery Date
Manufacturer's Name	Roll Diameter	Mode of Shipment
Grade Name(s)	Maximum Roll Weight	Customer/Event Identifier
Basis Size/Basis Wt.	Core Type & Grade	Lot Number
Forest Stewardship Council	Caliper/PPI	

Unless otherwise expressly agreed in writing, all customer-furnished paper will be subject to a paper handling charge. This charge will be invoiced per hundredweight (cwt), based on the total pounds of paper allocated to the job.

Mill quality data is to be furnished to Lakeside Book Company upon request. Should paper be furnished that is designed for use in another print process or which does not carry a manufacturer's warranty (including but not limited to "Mill Seconds" or paper not in an original mill wrapper), we reserve the right to reject that paper. If we elect to use such paper, it will be subject to any additional costs, including press or bindery slowdowns and delays, added requirements due to excessive waste or other extraordinary press or bindery costs incurred.

Claims for damaged or defective paper will be the responsibility of the party that purchased the paper. Lakeside Book Company will at no charge assist customers in accumulating claim data, but may charge for assisting customers with mill claims and/or supporting details/analysis.

Older paper has proven to be more problematic on press. At Lakeside Book Company's discretion, paper is considered unusable if older than nine months for groundwood and eighteen months for freesheet. If paper older than these limits is ran by Lakeside Book Company, additional charges for increased waste, reduced press speeds, and/or web breaks may apply.

Customer furnished paper which remains on hand at a Lakeside Book Company plant as surplus or rejected is subject to disposal by Lakeside Book Company after a 30-day advanced written notice is provided to the customer.

MILL ORDER ACKNOWLEDGEMENTS

Within 1 business day after the paper manufacturer accepts an order, the Lakeside Book Company Plant(s) must be provided with a copy of the mill order acknowledgement including:

Purchase Order Number	Color (if applicable)	LDC of Order
Mill Order Number	Web Width(s)	Requested Delivery Date(s)
Ordered Quantity	Roll Diameter(s)	Available/Make Date(s)
Normal No Over/No Under	Basis Size and Weight(s)	Ship Date(s)
Price of Item(s)*	Customer/Event Identifier	Mode of Shipment(s)
Manufacturer's Name	Tare (core, wrapper, both)	Add'l Freight Costs*
Mill Location	Core Type & Grade	Ship To Address
Grade Name(s)	Core ID	3rd Party if applicable
Caliper/PPI		

* Lakeside Book Company Purchased Paper Only

Lakeside Book Company purchased paper orders processed through Merchants/Brokers, require an additional copy of the mill's acknowledgements also be e-mailed to the Lakeside Book Company Buyer's attention.

SHIPMENT MANIFESTS

1. The Customer/Seller is responsible for sending Lakeside Book Company a copy of the shipment manifest by electronic transmission prepared and transmitted in accordance with either the papiNet standard delivery message or the Electronic Manifesting and Bar Coding of Paper Stock Shipments ("EMBARC") requirements prepared by the IDEAlliance.
2. Roll lists must match the rolls delivered, with individual roll identifications and roll weights. Header information must include vehicle number, roll width, core size, basis weight, and purchase order number.
3. Non-receipt of an electronic manifest or receipt in a non-compliant format is subject to a manual data entry charge of \$150.00 per truck or \$300.00 per rail car.

Lakeside Book Company requests two copies of the manifest, one copy to be electronically transmitted with the bill of lading on the day of shipment to: "ATTN.: Roll Stock Receiving Clerk" of the receiving plant, and one copy to be taped to the top header of a doorway roll in the truck or railcar with the shipment.

TRUCK SHIPMENTS: Because truck deliveries arrive quickly, we require the following information be electronically transmitted via email immediately following the release of the truck.

- Originators Purchase Order Number
- Web width of shipment
- Trailer number/carrier
- Routing
- Estimated date of delivery
- Roll Manifest

4. Information pertaining to manifests, delivery instructions and appointments is detailed on individual Plant Spec Sheets in Section B.
5. Roll size and weight should be in inches and pounds (with the equivalent conversion to metric measurements).
6. Use Lakeside Book Company's 'ship-to-codes' in the manifest transmissions to Lakeside Book Company's plants and outside warehouses as appropriate. The 'ship-to-codes' field should be left justified in record type 1M, positions 41-50.
7. Lakeside Book Company requires that suppliers of FSC certified paper provide their FSC certification number and the amount of FSC content in the paper on electronic communications, manifests and invoices, and on roll labels.
8. When implemented all needed EUDR compliance information will need to be supplied to Lakeside Book Company for paper rolls received.

QUANTITY DELIVERY TOLERANCES

Based on standard over/under tolerances or as specified on PO.

Paper exceeding standard tolerances or as specified on PO is subject to rejection of product and/or additional charges.

DELIVERY CHANGE NOTIFICATION

Deviations from the planned delivery are to be immediately communicated to the Lakeside Book Company receiving plant in writing and to the appropriate contact noted in section B.

DELIVERY WINDOW

Deliveries are to be made on scheduled date. Deliveries outside of the scheduled date need to be immediately communicated to the Lakeside Book Company receiving plant in writing and to the appropriate contact noted in section B.

Deliveries outside of the scheduled date must be requested/mutually agreed upon prior to delivery. Deliveries outside of the scheduled date are subject to early delivery charges and/or storage at rates set forth herein or at the prevailing rate at another location including applicable handling and freight. The minimum debit for unscheduled early delivery is \$150 per purchase order.

If paper arrives after the agreed upon delivery date, the paper may be refused. Lakeside Book Company reserves the right to recover costs associated with maintaining customer production schedules.

PAPER SPECIFICATIONS

BASIS WEIGHT TOLERANCE

Average basis weight for an order should not exceed the basis weight indicated on the order. Where customer furnished paper is found to be heavy, Lakeside Book Company will adjust the paper requirements (divide and print) and customers will be billed for costs incurred by Lakeside Book Company resulting from heavy paper. The actual basis weight by order and the measured lineal feet on each roll must be provided. Lakeside Book Company will monitor basis weights through yield analysis measurements. In the event that Lakeside Book Company yield analysis indicates that basis weights varied from nominal weights, Lakeside Book Company reserves the right to make claims against the paper supplier for increased costs resulting from basis weight variances. Such claims will be administered over the same timeframe under which Lakeside Book Company is held accountable to customers for waste allowance management, per Lakeside contracts with customers.

WEB BREAK TOLERANCES

For Lakeside Book Company plants the following will apply:

Book Web Break Standards

Basis Weight Range	WB/100 Tolerance	WB/100 Reject Limit
18-19 #	9	11
20-23 #	7	10
24-26 #	6	9
27-30 #	4	8
31-40 #	3	6
41+ #	2	4

1. Chargeable Web Breaks ("WB's) are those in excess of the standards listed above.
2. A roll may be rejected upon 2 paper caused and/or paper suspected web breaks.
3. Any order or an identifiable portion of the order which is running at a rate of paper caused WB's in excess of 10/100rolls is subject to rejection of all remaining rolls. If replacement stock cannot be provided within a time frame allowing completion of presswork on schedule, customer/paper provider may be subject to Lakeside Book Company's recovery of all associated costs such as replacement of stock of a similar grade, paper converting, press salvage, additional paper waste, paper slitting / rewinding, trimming, freight, etc.
4. Press cost per chargeable excessive web break are as follows:

Description	\$/Web Break
Book	\$750.00

Additionally, 2250 impressions of waste (at the paper's actual weight and per pound cost as applicable) will be added for each chargeable break.

5. Paper Claim Processing Fee is \$150.00 per claim.
6. Service/Sorting/Inspection/Labor associated with a claim is \$110.00 per hour.
7. Paper Movement/Loading of trucks is \$110.00 per hour.

BLANKET BUILD-UP TOLERANCE

Paper coating build-up should not require blanket cleaning more often than 250,000 impressions for coated paper or 200,000 impressions for uncoated paper. More frequent blanket washes may result in paper rejection or additional manufacturing charges.

FOLD STRENGTH

Paper fold strength must be adequate for normal pressroom and bindery conditions.

DECKLE (LOG) POSITION

Unless approved by Lakeside Book Company in advance, no more than 50% of each shipment may be end deckle position rolls.

MULTIPLE MILL RUNS

Paper manufactured during different mill runs can require changes in press conditions and settings and may result in greater spoilage and process variability. Unless approved by Lakeside Book Company, all paper received in each shipment should be from no more than one mill manufacturing run. If more than one manufacturing run is received in a shipment, Lakeside reserves the right to reject that shipment or add additional charges.

PPI TOLERANCE

Paper with PPI variation which is either greater than +/- 2.5% or which results in +/- 1/16" final book bulk variation is subject to rejection of product and/or additional charges for rework and extra waste.

CLAIMS DETAILS / EVIDENCE

Claims for damaged or defective paper will the responsibility of the party that purchased the paper. Lakeside Book Company will at no charge assist customers in accumulating claim data, but may charge for assisting customers for mill claims and/or supporting details/evidence/analysis. Lakeside Book Company will collect web break evidence (where applicable) if and when a web break cause can be identified. Web break evidence will be collected, contained, and provided to the mill and/or customers for analysis and web break claim processing. In situations where web break cause cannot be determined that does not invalidate the web break. The customer or

mill will be expected to analyze, respond to, and process the claim details accordingly. Paper mills must accept physical examples, digital data, video, and photo as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

CLAIMS FOR CUSTOMER FURNISHED PAPER

Claims will be processed according to the customer contract or established operational procedures between the customer and Lakeside Book Company. In the absence of a written agreement, the customer will assume all responsibility for submitting, documenting and processing claims.

ROLL SPECIFICATIONS

MAXIMUM / MINIMUM ROLL DIAMETERS

1. Acceptable delivery is at the requested diameter + 0", - 2", subject to individual plant roll weight handling limitations (see Section B).
2. The Customer/Seller will be responsible for all necessary slab waste, labor, or for rewinding and freight costs if applicable.
3. Rolls received with diameters smaller than 2" less than the specified diameter are subject to an additional handling charge to the owner, seller, or shipper of the paper of \$15 per roll.

ROLL WIDTH

Variation in roll width will be minus 0" to plus a 1/16" maximum.

SPLICES

1. Splices must not fail.
2. Tension variations experienced at mill splices must be kept to a minimum to prevent excessive spoilage and compromised quality. A poor performing splice is one that creates more than 20 waste signatures. Excessive waste due to poor performing splices on customer furnished paper may result in an adjustment to job requirements or ability to deliver the full ordered count. Excessive waste due to poor performing splices may result in the recovery of the costs associated with additional waste.
3. Maximum 2 mill splices per roll or 20 mill splices per 100 rolls.
4. Splices will be no closer than 1" to each other and no closer than 1" from the outside edge of the roll or 5" from the core, including splice from new reel windup.
5. All splices will be clearly marked (including those prior to coater) on one end (both ends preferred) with a stenciled arrow pointing to and identifying the splice. No paper splice markers shall be used.
6. All splices should be put up on a diagonal across the web such that a deviation is achieved of at least 1 inch in 30 inches from a horizontal line across the web.
7. The number of splices should be indicated on the roll label.

PACKAGING AND LABELING

BAR CODING - adherence to the IDEAlliance 132-1997 is required

ROLL LABEL FORMAT – adherence to the IDEAlliance 132-1997 is required

1. Lakeside Book Company requests that a second label be firmly attached to a header on each roll. We prefer an additional 3rd label on the opposite side of the roll from the first label.

2. Lakeside Book Company requires that all labels contain the PO and Customer/Event Identifier (use Roll Label Description Field). The receiving plant must approve exceptions to this requirement in advance.
3. The number of splices is to be indicated on the Roll Label (Use Optional Field).
4. Lakeside Book Company preference is to have the Core I.D. (3") noted on the label (use optional field).
5. Roll size and weight information should be in inches and pounds (metric optional).

ROLL STENCILING

1. There should not be any stenciling on the edge of the roll due to using some rolls for rough front books where no markings or print can be on the face edge of the book. This includes not stenciling the Roll Number or unwind direction on either edge of the roll.

RAPPERS/WRAPPING

1. Rolls will be well wound with even tension and wrapped in a manner that protects the printing paper against damage from transit and the elements — this applies to the wrapper and header material.
2. In order to keep the paper at its original humidity, packaging material must have a sufficient water vapor barrier layer. Plastic wrap is not acceptable.
 - a. WVTR (Water/Vapor Transmission rate) of < 5 GSM/24 hrs. (grams per square meter within 24 hours) at laboratory conditions (73 degrees F/50% RH) prescribed by the TAPPI 448 test, and, WVTR of <30GSM/24hrs at the elevated conditions (100degreesF/90%RH) prescribed by the ASTM F1249 test.
 - b. If two rolls to a package
 - c. The 2 rolls in a package are to be from the same log position, of equal diameters, and in a strong package, free of wrinkles.
3. Each roll is to be stenciled separately.
4. The outer wrapper of each 2-roll package should contain 2 roll labels, 1 positioned for each roll on the same side of the package.

ROLL WEIGHTS

1. Roll labels and manifests should provide both gross and net weights.
2. Net weights are printing paper only with tare being the combined weight of the wrapper, headers, core and core plugs (if applicable).
3. Rolls Wrapped Two per Package - Lakeside Book Company requires that accurate roll weight be provided for each roll.
4. Maximum roll weights are detailed in Section B by plant.

CORE SPECIFICATIONS

Please see “Section B: Plant Information” of the “Lakeside Book Company Paper Roll Specifications” for core specifications required by each plan.

TRANSPORTATION SPECIFICATIONS

CARRIER LOADING INFORMATION

ALL LOADS

1. Rolls must be loaded keeping the mill label in a similar position from roll-to-roll as well as have all mill labels oriented in the proper direction so they can be read.
2. No bilge loading — Load all rolls on end, unless prior approval is given by the receiving Plant for other loading patterns.
3. Lakeside Book Company has a strong preference to have all roll stock shipped by log position. That is, if Lakeside Book Company is receiving two cuts from a log and it is multiple carload order, place all #1 position in one car and #2's in another car. If this is not possible, clustering of positions (brake end to air end) should be aggressively pursued by the mill during the loading process. We are often asked by Technical Service personnel to segregate rolls for troubleshooting purposes. Failure to ship by log position can hinder our ability to accommodate such requests. Running by log position on press enhances press performance and reduces waste.

RAIL CAR LOADING

1. Lakeside Book Company prefers cars with 10' or wider doors and with cushion under frame.
2. Rolls of paper will be loaded using guidelines prescribed in the Association of American Railroads Closed Car Loading Guide Part 2, or other specific loading and bracing methods as approved by the Association of American Railroads Damage Prevention and Freight Claim Committee.
3. Where double decking is used, a minimum of (X) inches (specified by each Plant - see specific Plant information - Section B) of clear space is required. This is measured from the top of the top deck of paper to the underside of the rail car roof at the eaves.
4. Multiple tiers in the doorway of the car are allowed under certain conditions and only as specified in the Association of American Railroads Closed Car Loading Guide Part 2. Risers will be used and clearance levels maintained.

TRUCK LOADING

1. No double decking unless there is a minimum of (X) inches (specified by each Plant –see specific Plant information – Section B) of clear space between the tops of the top deck of paper to the underside of the trailer roof's lowest point.
2. No double decking in the doorway of the trailer.
3. Over the road trailers must be able to withstand the weight of a hoist unloading the rolls, up to 260 PSI and 27,000 pounds total weight.

CLAIMS FOR CUSTOMER FURNISHED PAPER

Claims will be processed according to the customer contract or established operational procedures between the customer and Lakeside Book Company. In the absence of a written agreement, the customer will assume all responsibility for submitting, documenting and processing claims.

Roll Paper Specifications

Section B – Plant Specific Information

Version 1.0: January 1, 2026

TABLE OF CONTENTS

Crawfordsville, IN	17
Harrisonburg, VA - North Plant.....	21
Harrisonburg, VA - South Plant.....	23
Kendallville, IN	25
Owensville, MO	27
Willard, OH	29

NOTICES

These Lakeside Book Company specifications are derived from the previous RR Donnelley / LSC Communications Roll Paper Specifications. Changes have been made to the specifications, contact information, and other details throughout this specifications document accordingly.

To the extent that any specification included on a Purchase Order issued by Lakeside Book Company conflicts with any specifications contained herein, the Purchase Order shall govern.

To the extent that any specification contained in Section B of this document is in conflict with Section A, Section B shall prevail.

Global Strategic Sourcing
James Kluth
Commodity Manager
james.kluth@lakesidebook.com
224.760.0607

Continuous Improvement
Eric Falter
CI & Offset Quality Director
eric.falter@lakesidebook.com
419.309-1408

Crawfordsville, IN

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Mail: State Road 32 West Crawfordsville, IN 47933

South Plant Deliveries: State Road 32 West, Crawfordsville, IN 47933

North Plant Deliveries: 1000 W. Jennison, Crawfordsville, IN 47933

CONTACTS

Responsibility	Name	Phone	Fax	E-mail
Deliveries	Lori Jones	765.225.2929	765.364.3499	lori.jones@lakesidebook.com
Purchased Paper	Donna Foster	765.225.2873	765.364.2531	donna.foster@lakesidebook.com
Furnished Paper	Dan Berninger	765.225.2717	765.364.2531	daniel.p.berninger@lakesidebook.com

PAPER ORDER INFORMATION

Manifest should be sent to lori.jones@lakesidebook.com

Crawfordsville, IN

Updated 01/01/2026

TRANSPORTATION INSTRUCTIONS

It is very important that truck drivers have the correct plant address. North and South plant addresses are listed above. Rail carrier is CSXT.

APPOINTMENTS

All carriers check in at the south plant first.

Truck Deliveries by phone or by emailing Lori Jones at lori.jones@lakesidebook.com

Delivery hours are M-F 0700 to 1430 roll stock

Weekends by special appointment only. If any questions call Lori at 765-225-2929

VEHICLE SPECIFICATIONS

Mode	Overhead Clearance	Maximum Height	Maximum Length Inside Clearance
Rail	12"	13'	59'
Truck	12"		18"

ROLL SPECIFICATIONS

Press	Roll Diameter	Max Width (Std Sig Size)	Min Width (Std Sig Size)	Max Width (LT Full Web Oversize Sig)	Min Width (LT Full Web Oversize Sig)	Max Weight	CCTI Code	Core Type
210/211/212	50	48" *	34"	37.208"	17"	6,600	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
212/213	50	66"	34"	51"	17"	6,600	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
215	50	66"	36"	51"	18"	6,600	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
217	50	35"	17.5"	NA	NA	3,560	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
260/261	50	35.5"	18"	NA	NA	3,000	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
264	50	26"	17"	NA	NA	3,000	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
268	50	63.5"	42"	48"	31.5"	3,000	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)
269	50	49"	40"	25"	20"	3,000	3-F9	Fiber Core (Can be Reinforced w/ Steel Capping)

Harrisonburg, VA - North Plant

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be made. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Mail, Deliveries: 2347 Kratzer Road Harrisonburg, VA 22802-8303

CONTACTS

Responsibility	Name	Phone	Mobile	Email
Paper Coordinator	Penny Grout	540.432.5421		holle.s.laporte@lakesidebook.com
Customer Paper Coordinator	Ashley Messina	540.432.5447		ashley.n.messina@lakesidebook.com
Deliveries	Ladona Kline	540.432.5353	540.476.0031	harrisonburgrollreceiving@lakesidebook.com

PAPER ORDER INFORMATION

Manifests, Order Acknowledgements and Purchase Orders should be emailed to Paper Materials team at: harrisonburgpapermaterials@lsc.com

DELIVERY INFORMATION

Appointments are required for all truck deliveries. Receiving hours are 6am - 6pm, Monday through Friday, except holidays. Weekends, and special deliveries outside the standard receiving hours by special appointment only. Email harrisonburgrollreceiving@lakesidebook.com for appointments Monday through Friday, 7:00am to 3:00pm. No rail facilities.

Harrisonburg, VA - North Plant

Updated 01/01/2026

VEHICLE SPECIFICATIONS

Division cannot take and does not have capability to unload short height containers. Inside clearance must be 96".

Mode	Overhead Clearance	Maximum Height	Maximum Length	Inside Clearance
Truck	10"	10" From Roof		

* Last two rolls in truck must not be double decked.

ROLL SPECIFICATIONS

Press	Roll Diameter	Maximum Width	Maximum Weight	CCTI Code	Core Type
Narrow Web	50"	33"	2,500 lbs.	4	Plain Fiber Core, No Slots, No Caps, Plugs Opt.
Timson Press	50"	53"	3,500 lbs.	4	Plain Fiber Core, No Slots, No Caps, Plugs Opt.

- Two rolls per package required on roll widths of 30" or less.
- Minimum roll diameter 40".

Harrisonburg, VA - South Plant

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be made. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Mail, Deliveries: 1025 Willow Spring Road Harrisonburg, VA 22801

CONTACTS

Responsibility	Name	Phone	Mobile	Email
Paper Coordinator	Holle LaPorte	540.432.5421		holle.s.laporte@lakesidebook.com
Customer Paper Coordinator	Ashley Messina	540.432.5447		ashley.n.messina@lakesidebook.com
Deliveries	Ladona Kline	540.432.5353	540.476.0031	harrisonburgrollreceiving@lakesidebook.com

PAPER ORDER INFORMATION

Manifests, Order Acknowledgements and Purchase Orders should be emailed to Paper Materials team at: harrisonburgpapermaterials@lsc.com

DELIVERY INFORMATION

It is very important that truckers have the correct Harrisonburg Plant and address. See specifications and information for the Harrisonburg North Plant for different address, contacts, and roll specifications. This is information for the Harrisonburg South Plant only. Appointments are required for all truck deliveries. Receiving hours are 24hrs, Monday through Friday, except holidays. Weekends, and special deliveries outside the standard receiving hours by special appointment only. Email harrisonburgrollreceiving@lakesidebook.com for appointments Monday through Friday, 7:00am to 3:00pm. No rail facilities.

Harrisonburg, VA - South Plant

Updated 01/01/2026

VEHICLE SPECIFICATIONS

Division cannot take and does not have capability to unload short height containers. Inside clearance must be 96".

Mode	Overhead Clearance	Maximum Height	Maximum Length	Inside Clearance
Truck	10"	10" From Roof		

- Last two rolls in truck must not be double decked.

ROLL SPECIFICATIONS

Press	Roll Diameter	Maximum Width	Maximum Weight	CCTI	Code	Core Type
17	50"	47"	5,000 lbs.	4		Plain Fiber Core, No Slots, No Caps, Plugs Opt.
22, 23	50"	40"	3,000 lbs.	4		Plain Fiber Core, No Slots, No Caps, Plugs Opt.
24	50"	53.25"	4,720 lbs.	4		Plain Fiber Core, No Slots, No Caps, Plugs Opt.
25	50"	53.25"	5,000 lbs.	4		Plain Fiber Core, No Slots, No Caps, Plugs Opt.
30	50"	48"	4,000 lbs.	4		Plain Fiber Core, No Slots, No Caps, Plugs Opt.

- Two rolls per package required on roll widths of 30" or less.
- Minimum roll diameter 40".

Kendallville, IN

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be made. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Mail, General Receiving, Truck Deliveries: 3094 Lester Drive, Kendallville, IN 46755

CONTACTS

Responsibility	Name	Phone	Mobile	Email
Paper Buyer	Powell Simonton		260.318.1967	powell.simonton@lakesidebook.com
Deliveries	Korey Brewer	260.349.6838		korey.d.brewer@lakesidebook.com

PAPER ORDER INFORMATION

Manifests should come with the driver to be signed by receivers and leave copy. Purchased Order Acknowledgements must be emailed or faxed to powell.simonton@lakesidebook.com.

TRANSPORTATION INSTRUCTIONS

Appointments are required for all truck deliveries. Receiving hours are 7 AM to 3 PM, Monday through Friday, except holidays. Weekends, and special deliveries outside the standard receiving hours by special appointment only.

Email korey.d.brewer@lakesidebook.com, powell.simonton@lakesidebook.com for appointments Monday through Friday, 7:00am to 3:00pm. No rail facilities.

Kendallville, IN

Updated 01/01/2026

APPOINTMENTS

Truck deliveries by appointment only. Appointments must be made at least 24 hours in advance. Please email korey.d.brewer@lakesidebook.com, powell.simonton@lakesidebook.com for an appointment Monday through Friday 7 AM to 3 PM.

VEHICLE SPECIFICATIONS

NOTE – The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the plant's prior approval.

Mode	Overhead Clearance	Maximum Height	Maximum Length Inside Clearance
Truck	13' 6"	13' 6"	53'

- Minimum clear space for unloading trucks: 16"
- No double decking of rolls in doorway of truck.

ROLL SPECIFICATIONS

Press	Roll Diameter	Maximum Width	Maximum Weight	CCTI	Code Core Type
HP Digital Presses	50"	42"	4,000 lbs.		Plain Fiber Core, No Slots, No Caps, Plugs Req.

Owensville, MO

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Main Plant: 1005 Commercial Drive 1005 Commercial Drive, Owensville, MO

East Plant: 1012 Commercial Drive, Owensville, MO

MMG: 702 E. Springfield Rd, Owensville, MO

CONTACTS

Responsibility	Name	Phone	Mobile	Email
Material Analyst, Planner	Madelyn Pettus	636-649-3260		felma.m.pettus@lakesidebook.com
Material Analyst, Planner	Luis Flores	636-649-3259		luis.a.flores@lsc.com.com

PAPER ORDER INFORMATION

Manifests should come with driver to be signed by receivers and leave copy.

APPOINTMENTS

Truck deliveries by appointment only and emailing the following persons; felma.m.pettus@lakesidebook.com, luis.a.flores@lsc.com.com. Delivery hours are Monday-Friday 0700 to 1330. Weekends by special appointment only.

Owensville, MO

Updated 01/01/2026

VEHICLE SPECIFICATIONS

No rail service available.

Mode	Overhead	Clearance	Maximum Height	Maximum Length	Inside Clearance
------	----------	-----------	----------------	----------------	------------------

Truck	12"	12'	53'	18"	
-------	-----	-----	-----	-----	--

*Last two rolls in the truck must not be double decked.

ROLL SPECIFICATIONS

Press	Roll Diameter	Maximum Width	Maximum Weight	Core Type
Narrow Web Presses	50" max 40" min	38" max	3,000 lbs.	3" High Density Fiber Core
Manroland Presses	50" max 40" min	57" max	4,000 lbs.	3" High Density Fiber Core

No metal cores. No metal capped cores. No notched cores. No beveled cores. No plugs.

Willard, OH

Updated 01/01/2026

NOTICES

- Any deviations from these specifications must be approved by the plant prior to placing an order. Paper not meeting these specifications is subject to rejection or additional charges determined by the plant.
- Paper that has been rejected by any other printer or plant must have pre-approval by the receiving plant prior to shipping. Paper arriving without pre-approval is subject to rejection by the plant.
- All paper supplied must include the following information: original manufacturer, original manufacturing date and original grade name and original OEM roll number. No exceptions will be allowed. Paper arriving without this information will be rejected by the plant.
- Paper that is 6 months or older from original manufacturer date must have pre-approval by the receiving plant prior to shipping. Paper arriving that is 6 months or older without pre-approval is subject to rejection by the plant.
- Paper ordered must comply with all aspects of the current version of the Lakeside Book Company Specifications - Section A and Section B.
- Paper mills must accept physical examples, digital data, video and photos as evidence of a paper defect where the defect or characteristics of the defect are shown / provided.

ADDRESSES

Mail, General Receiving, Misc. Truck Deliveries: 1300 Neal Zick Road, Willard, OH 44890
OG, Rollstock: 1145 Conwell Avenue, Willard, OH 44890

CONTACTS

Responsibility	Name	Phone	Mobile	Email
Paper Buyer	Marty Parsons	419.933.5518	419.933.5447	marty.parsons@lakesidebook.com
Paper Buyer	Cyndy Jaeckin	419.933.5451	419.933.5447	cyndy.jaeckin@lakesidebook.com
Deliveries	Elana Hughes	419.933.5252	419.933.5447	elana.m.hughes@lakesidebook.com

PAPER ORDER INFORMATION

Manifests must be faxed to Elana Hughes. Purchased Order Acknowledgements must be faxed to Marty Parsons. Furnished POs are emailed to Marty Parsons or Cyndy Jaeckin. Furnished Customers are aware of their Coordinator.

TRANSPORTATION INSTRUCTIONS

Plant accepts both rail and truck deliveries.

Rail Carrier: CSX / Norfolk Southern (Class 1), Ashland Railway (Class 2)

APPOINTMENTS

Truck deliveries by appointment only. Appointments must be made at least 24 hours in advance. Please call 419-933-5252 for an appointment Monday through Friday 6:00AM to 2:00PM.

VEHICLE SPECIFICATIONS

NOTE – The plant strongly recommends that mills do not use bulkhead door cars. Any use requires the plant’s prior approval.

Mode Overhead Clearance Maximum Height Maximum Length Inside Clearance

Rail 20' 20' 70'

Truck 13' 6" 13' 6" 53'

- Minimum clear space for unloading trucks: 16"
- No double decking of rolls in doorway of rail car or truck.

ROLL SPECIFICATIONS

Press	Roll Diameter	Maximum Width	Maximum Weight	CCTI Code	Core	Type
Baker Perkins	50"	38"	37.75"			FP, Slotted
Goss 328	50"	75"	74.5"			FP, Slotted

Press	Roll Diameter	Maximum Width	Maximum Weight	CCTI Code	Core	Type
Cottrell	50"	66"	65.5"			FP, Slotted
Goss 390/391	50"	72"	71"			FP, Slotted
393	50"	75"	74.5"			FP, Slotted
394	50"	57"	56.5"			FP, Slotted
395	50"	75"	74.5"			FP, Slotted