

AIS

Circle Sheet Program



AIS has developed this new process to label and track parts that are being shipped. This process helps assure that AIS ships all product on the order, as well as giving our customer a means to receive and stage product.

Advantages

- 1 The dealer can now account for all items they receive by using the numbered Pack Labels and the Circle Sheet documents. This allows them to sort like items as well, if desired.
- 2 The dealer can report any missing items upon receipt. They can then be replaced quickly to assure a smooth installation, versus discovering missing items in the 11th hour that can cause installation down time.
- 3 The installers now have part numbers and pictures on the labels to assist with product identification during installation.
- 4 The circle sheet process ensures product is received in correctly, and that product is not lost during install. This ultimately minimizes punch lists for both dealers and AIS.
- 5 This process assures tighter shipments from AIS. All labels are scanned prior to shipping from AIS to assure shipment is complete. AIS can also inform customer as to which pallet contains which items, if requested.

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How to Use Circle Sheets

As boxes are moved off of pallets, read label number and circle applicable number on Circle Sheet. Labels can be read on some product without moving, such as panels. Circle Sheets are enclosed in Packing slip Packet attached to pallet.

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Picture of Pallet – Note labels and Packet containing Circle Sheets

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How to Use Circle Sheets

Circle all Pack Label numbers received on the Circle Sheet summary section. This first section is a summary page that is a list of all Pack label numbers. Some installers refer to this section as a "Bingo Sheet". The second section of Circle sheet provided gives product detail for each Pack label. Note any label numbers not received. See samples of Circle Sheets on following pages.

Any missing items are then reported to AIS.

Dealer has up to 3 days after receipt of product (from carrier) to report any missing items. Pack label number and description must be provided to AIS customer service representative.

Any items reported as missing after this 3 day period will assumed to be misplaced on site during the installation process.

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Sample of Pack Label # 231

AIS

PO#: 6460

SO#: 252156

RP-SATC36

TOP CAP - AIS MOVABLE WALL -
36"W (36 1/4") - UNPAINTED

RC-P0001 - PAINT - GV1 (GREY VALUE
1) - POWDER



Label #:

231

Qty This Pack: 12



AIS

Circle Sheet Summary Section



Circle Sheet

SO#: 252156

25 Tucker Drive, Leominster MA 01453	SYNTA PHARMACEUTICALS CORP.
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1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	208	209
210	211	212	213	214	215	216	217	218	219	220	221	222
223	224	225	226	227	228	229	230	231	232	233	234	235
236	237	238	239	240	241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256	257	258	259	260	261
262	263	264	265	266	267	268	269	270	271	272	273	274
275	276	277	278	279	280	281	282	283	284	285	286	287
288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313

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Circle Sheet Summary Section

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Circle Sheet

SO#: 252156

314	315	316	317	318	319	320	321	322	323	324	325	326
327	328	329	330	331	332	333	334	335	336	337	338	339
340	341	342	343	344	345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360	361	362	363	364	365
366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391
392	393	394	395	396	397	398						

AIS Circle Sheet Detail Section

AIS

CIRCLE SHEET

SO#: 252156

Customer Copy

PO#: 6480

25 Tucker Drive,
Leominster MA 01453

SYNTA PHARMACEUTICALS CORP.
EDDY YOW
125 HARTWELL AVE
LEXINGTON, MA 02421

SEQUOIA OFFICE OUTFITTERS
18 KAYMARK DRIVE
MEDFIELD, MA 02052

Label Numbers	PartNo	Description	Qty Shipped
1	S-LATS3D36GV1	LATERAL FILE L-SERIES LOOP 3 DRWR 36" GRAY VALUE 1	1
2 - 22	S-PEDBBFJ24GV1	PEDESTAL - BOX/BOX/FILE L-SERIES 24"D - GRAY VALUE 1	21
23 - 42	S-PEDFFJ24GV1	PEDESTAL - FILE/FILE L-SERIES 24"D - GRAY VALUE 1	20
43 - 62	A-TACKSAB1936	TACKBOARD - AIS MOVABLE WALL - TYPE B - 19"H X 35 3/4"W	20
63 - 65	A-TASKLT36BK	TASKLIGHT - 36"W - 8' CORD - BLACK	20
66 - 75	A-WBMW3036	AIS MW WHITEBOARD 30" X 36" <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	20
76	E-MW8W4D1	DUPLEX OUTLET LINE 1 - MWALL 8W 4C - BLACK	20
77	E-MW8W4D2	DUPLEX OUTLET LINE 2 - MWALL 8W 4C - BLACK	20
78	E-MW8W4D3	DUPLEX OUTLET LINE 3 - MWALL 8W 4C - BLACK	20
79	E-UNWCGV1	DUPLEX OUTLET COVER - GV1	192
80	P-MWINSTRUC03	MWALL NEW UNIVERSAL HILLO INSTRUCTION SHEET	20
81 - 144	P-SAFP6536	AIS MOVABLE WALL FABRIC POWERED 65"H X 36"W PANEL <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	64
145 - 164	P-SAFR5336	AIS MOVABLE WALL FABRIC NON-POWERED 53"H X 36"W PANEL <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	20
165 - 166	P-SAFR6524	AIS MOVABLE WALL FABRIC NON-POWERED 65"H X 24"W PANEL <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	2
167 - 190	P-SAFP6536	AIS MOVABLE WALL FABRIC NON-POWERED 65"H X 36"W PA <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	24
191 - 192	P-SAPCHP	CONNECTOR - PORKCHOP KIT	110
193	RA-KEYBN2	NUT - #8-32 ACORN NUT - (RA-KEYBN FOR POWER POLE O	24
194	RA-PPBMW	POWER POLE BRACKET - MWALL	8
195	RA-PPCP	POWER POLE COUPLER - ALL SYSTEMS	2
196	RA-PPCS	POWER POLE CEILING SHROUD - ALL SYSTEMS <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	4
197	RA-PPCV	POWER POLE COVER - ALL SYSTEMS <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	4
198	RA-PPDUN	POWER POLE DIVIDER - ALL SYSTEMS	4
199	RA-PPGAS	GRIP ATTACHMENT STRIP - 6 FT PIECE	2

AIS Circle Sheet Detail Section

AIS

CIRCLE SHEET

SO#: 252156

Customer Copy

PO#: 6480

Label Numbers	PartNo	Description	Qty Shipped
200	RA-PPMS3	MAGNETIC STRIP FOR POWER POLES - FEET (00265223)	2
201	RA-PPS	SCREW - POWER POLE - PULL RP-GLHS	8
202	RA-PPSUN	POWER POLE SHELL - MWALL <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	4
203	RA-WBMT	WHITE BOARD MARKER TRAY	20
204	RE-HM8W4S	SCREW - #8 32 X 1/2"	74
205	RE-HS1058F	SCREW - #10 24 X 5/8" TYPE F FOR OUTLETS ONLY	66
206	RE-MX8W4PTPC18	AIS 8W4C PANEL TO PANEL 18" & MATRIX VERT. TRANS. 18" (FS)	20
208	RE-MXHS632	AIS MATRIX BASE IN FEED HARDWARE FLATHEADSCREW #6 - 32 x .5"	6
209	RE-UN8W4BIFL	BASE INFEED - 8 WIRE 4 CIRCUIT - LEFT	3
210	RE-UN8W4CIF	CEILING INFEED - AO2/MWALL - 8 WIRE 4 CIRCUIT - 144"	2
211	RH-SHB-1420412	ALLEN CAP HEAD SCREW 1/4-20 x 4 1/2"	20
212	RP-M2NUT1A	NUT - 1/4-20 NUT	20
213	RP-MXBIFS	AIS MATRIX RECEPTACLE MOUNTED BASE IN FEED SHROUD - BLACK	3
214	RP-MXHS83214A	AIS MX TILE RET. SCREW 8-32 x 5/16" FLIP DOOR STICKER "C"	120
215	RP-SAHILORA	BRACKET HI/LO RIGHT ANGLE MOVABLE WALL UNPAINTED <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	40
216	RP-SAHILORAC	HI/LO COVER RIGHT ANGLE MOVABLE WALL UNPAINTED <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	20
217	RP-SAMB24	RACEWAY COVER - BLANK - AIS MWALL - 24"W (23 1/16") - RAW <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	4
218 - 221	RP-SAMB36	RACEWAY COVER - BLANK - AIS MWALL - 36"W (35 1/16") - RAW <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	88
222 - 227	RP-SAMP36	RACEWAY COVER - PENT - AIS MWALL - 36"W (35 1/16") - RAW <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	128
228	RP-SATC24	TOP CAP - AIS MOVABLE WALL - 24"W (24 1/4") - UNPAINTED <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	2
229 - 237	RP-SATC36	TOP CAP - AIS MOVABLE WALL - 36"W (36 1/4") - UNPAINTED <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	108
238 - 257	RS-FDFMC36	TYPE C FLIPPER DOOR - METAL 36"W (35.926)	20
258	RS-HNZFS832B	HARDWARE HEX NUT ZINC PLATED SERRATED FLANGE #8-32(HNZFS832)	240
259	RS-HS09W	SCREW #9-1"L FLAT HEAD S/M/S (TO ATTACH OBJECTS TO WKS)	450
260	RS-SATBBL10A	BRACKET TACKBOARD OFFSET 10" LEFT IS MWALL PULL RS-SATBBL10	20
261	RS-SATBBR10A	BRACKET TACKBOARD OFFSET 10" RIGHT IS MWALL PULL RS-SATBBL10	20
262 - 281	RS-SHF36ME	SHELF - AIS - METAL 36"W 35 3/4" Metal ends only (MET) <small>RO-P0001 - PAINT - GV1 (GREY VALUE 1) - POWDER</small>	60
282 - 301	RS-SHFEKMW	SHELF END KIT - FULL HEIGHT - MWALL	20
302 - 321	RS-SHFEKMW	SHELF END KIT - HALF HEIGHT - MWALL	20

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Circle Sheet Detail Section

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CIRCLE SHEET

SO#: 252156

Customer Copy

PO#: 6480

Label Numbers	PartNo	Description	Qty Shipped
322	RWPS-FP	FLAT PLATE (RECTANGULAR MOUNTING PLATE) - ZINC PLATED	40
323	RWPS-SSUNL	SIDE SUPPORT/REAR/WING BRACKET - LEFT <i>RO-P0002 - PAINT - AIS BLACK - POWDER</i>	10
324	RWPS-SSUNR	SIDE SUPPORT/REAR/WING BRACKET - RIGHT <i>RO-P0002 - PAINT - AIS BLACK - POWDER</i>	10
325 - 328	RWPS-UNCT24S	CANTILEVER UNIVERSAL 24" SHARED <i>RO-P0002 - PAINT - AIS BLACK - POWDER</i>	40
329	TSP838-A	SCREW #8 X 3/8" PAN HEAD PHILLIPS TEK INSTALL	180
330	W-GRC3GV1	GROMMET COVER - 3" - GREY VALUE 1	46
331 - 350	W-WS2436	WORKSURFACE - RECT - 24"D X 36"W X 1 1/8"TH <i>THERMALLY FUSED SURFACE HARDROCK MAPLE W200 / EDGE DETAIL - 2MM - GV1 - SMOOTH / GROMMET HOLE OPTION A - NO GROMMETS</i>	20
351 - 372	W-WS2436	WORKSURFACE - RECT - 24"D X 36"W X 1 1/8"TH <i>THERMALLY FUSED SURFACE HARDROCK MAPLE W200 / EDGE DETAIL - 2MM - GV1 - SMOOTH / GROMMET HOLE OPTION B - REAR CENTER GROMMET #1</i>	22
373 - 376	W-WS2472	WORKSURFACE - RECT - 24"D X 72"W X 1 1/8"TH <i>THERMALLY FUSED SURFACE HARDROCK MAPLE W200 / EDGE DETAIL - 2MM - GV1 - SMOOTH / GROMMET HOLE OPTION B - REAR CENTER GROMMET #1</i>	4
377 - 396	W-WSCC2436	WORKSURFACE - CORNER CURVED - 24"D X 36"W X 1 1/8"TH <i>THERMALLY FUSED SURFACE HARDROCK MAPLE W200 / EDGE DETAIL - 2MM - GV1 - SMOOTH / GROMMET HOLE OPTION B - REAR CENTER CORNER #1 (DEFAULT)</i>	20
397 - 398	RE-MX8W4PTPC21	AIS 8W4C PANEL TO PANEL JUMPER 21" (FS)	40

25 Tucker Drive, LeoMinster, MA 01453 800.434.7400

978.562.7500 Fx 978.562.0811

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