

Moulding Vendor Requirements

All moulding vendors are required to follow these procedures when sending moulding to Hobby Lobby dba Greco. Please use brown crepe paper when wrapping moulding sticks. Sticks can be wrapped individually or in two's.

All moulding that is created using soft wood (Conifer) timber like pine or spruce should be finger joined and laminated. All hardwood (Deciduous) timber species do not require finger joining. All wood should be kiln dried to the proper moisture content. If possible please use desiccant packets in all boxes to help with moisture during shipment.

It is required that each stick of moulding have the country of origin, the HL item number (ex: 12-1201), the HL vendor number (which will be supplied by HL) and the PO number listed on the back. This information is also required on the paper label which is adhered to the outer wrapping and the label on the outside of the shipping carton. Please use the example below when labeling all moulding and cartons. Carton labels are also required to show the amount of footage that is in the carton. Please let me know if you have any questions regarding these requirements.

Vendor # 51008 Country of Origin China HL Item # 12-1201 PO # 003003425
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Example of Moulding Label

Vendor # 51008 Country of Origin China HL Item # 12-1201 PO # 003003425 Feet: _____ Carton # _____ Hobby Lobby DBA Greco

Example of Carton Label

When damaged moulding is discovered, including moulding that is warped beyond use, it will be tallied monthly. All vendors with damaged moulding will be contacted with a request for compensation for the moulding that is unusable.