

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Orlando
6900 T.P.C. Drive
Orlando, FL. 32822

DATE: 03/31/05

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
 - 1. Truckload shipments -- must be flatbed.
 - 2. LTL's -- flatbed or open top, if possible. Tailgate loading only.
- B. Loading Instructions:
 - 1. 3-ton maximum lifts - unless in closed van, then they must be one-ton max. lifts.
 - 2. Flatbed and open top trucks must be loaded for overhead crane unloading.
 - 3. Closed vans must be loaded on rear-end and blocked up on end.
 - 4. All material must be blocked with blocks of 2" minimum thickness.
 - 5. Bundle each size and grade separately. - **PLEASE STRESS TO PATCO.**
 - 6. Light-wall material must be loaded on top and blocked to avoid damage.
- C. Tarping of Material
*TARP ALL LOADS EXCEPT HRSST AND HRSST ALLOY.
- D. Packing slips must accompany shipment. Attach to Bill of Lading.
- E. Receiving Hours are by appointment.
- F. Receiving Appointments: Driver must call at least 48 HOURS in advance of anticipated delivery between 8:00 a.m. and 4:30 p.m. Monday through Friday at 407-855-5555. This applies to loads 10,000 # and greater. Drivers or dispatch must call 24 hours in advance for orders less than 10,000 #.
- G. Bill of Lading Must Show the Following:
 - 1. Applicable purchase order numbers for material shipped.
 - 2. All necessary instructions listed above to facilitate correct shipments by the carrier.
 - 3. Need PRO numbers on all Bills of Lading.
- H. 1 copy of original mill test report required with shipment.
- I. All mill tags are to be affixed to the ends of the box or bundle. All measurements to be Imperial.

II. WILL CALL SHIPMENTS

- A. Contact Marmon/Keystone when ready for pick up at 407-855-5555. Advise purchase order numbers, products, sizes, and weights of all items to be shipped.
- B. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone purchasing department.
- C. 1 copy of original mill test report required with shipment.