

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Ohio
SHIPPING ADDRESS: 4521 Willow Parkway
Cleveland, OH 44125
DATE: 08/31/07

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
1. Truckload shipments -- must be flatbed - 48' maximum length -- No Drop Frame Trailers.
 2. LTL's -- flatbed or open top, if possible.
 3. Prefer: Overnite, Yellow and CCX.
- B. Loading Instructions:
1. 2-ton maximum lifts.
 2. Flatbed and open top trucks must be loaded for overhead crane unloading.
 3. Closed vans must be loaded on rear-end.
 4. All material must be blocked with blocks of 2" minimum thickness.
 5. Bundle each size and grade separately.
 6. Light-wall material must be loaded on top, packaged, and protected to avoid damage.
 7. Dunnage for all 14 Ga. and light wall must be doubled.
- C. All shipments to be tarped unless otherwise specified on purchase order.
- D. Packing slips and MTR's must accompany shipment. Attach to Bill of Lading.
- E. Strapping should be used instead of chains.
- F. Receiving Hours: Mon. thru Fri.; All scheduled appointments should arrive at specified time.
- G. Receiving Appointments: Driver must call the S/R Department at (216)641-9339 between 7:00 a.m. and 3:30 a.m., Monday through Friday, for an appointment. **MISSED APPOINTMENTS MUST BE RESCHEDULED!**
- H. 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. Size and quantities shipped.
 4. Prepaid or collect freight.
- 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. Applicable instructions from Part I apply to Part II.
- B. 10 a.m. - 5:00 p.m.

III. IDENTIFICATION OF MATERIAL

- A. All material must be stenciled with mill name, heat number, grade, size, and specs as specified on purchase orders.
- B. 1 copy of original mill test report required with shipment.