

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: KENTUCKY
SHIPPING ADDRESS: 1155 VICTORY PLACE
HEBRON KY, 41048

DATE - 04/04/2011

I - COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

A. SHIP VIA:

1. Truck shipments - must be flatbed - 48' maximum length
2. LTL's - flatbed or open top, if possible
3. Prefer: (SEE BELOW)

B. LOADING INSTRUCTIONS

1. 3-Ton maximum lifts
2. Flatbed and open top trucks must be loaded for overhead crane unloading
3. Closed bans must be loaded on rear-end
4. All materail must be blocked with block's of 2" minimum thickness
5. Bundle each size and grade separately
6. Light wall material must be loaded on top, packaged and protected and avoid damage

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. through Fri: All scheduled appointments should arrive at a specified time.

G. Receiving Appointments: Driver must call the S/R Department at (895)586-4000 between the hours of 7:00 a.m. and Noon, Monday through Friday, for an appointment. A MISSED APPOINTMENT 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. 8 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