

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Houston
6441 Bingle Road
Houston, TX 77092
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.
 - 3. Truckload shipments and LTL shipments over 5M - delivering freight lines and driver must be aware of 24-hour notification and receiving hours. When calling for appointment, drivers will be asked for weight, PO#, and name of shipper.
 - 4. Preferred long haul carriers LTL (ppd & chg./collect) - Yellow and Overnite Transport.
Preferred regional carriers LTL (ppd & chg./collect) - Central Freight and Saia.
Preferred TL carriers - EW Wylie and Cresco.
- B. Loading Instructions:
 - 1. 4-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 and blocked to avoid damage.
- C. Tarping of Material:

All material, regardless of product, must be completely tarped at all times. A complete tarp job equates to no exposed metal. We require a visual inspection of all trailers for compliance prior to departure from your facility.
- D. Packing list must accompany shipment. Attach to Bill of Lading, NOT MATERIAL.
- E. Receiving Hours: Tuesday through Friday, 8:00 a.m. to 2:00 p.m. No receiving will be accepted on Mondays.
- F. Receiving Appointments: TL - Call 24 hours prior to delivery for appointment. LTL - Call 24 hours prior for an appointment and time -- No appointment needed if under 5M.
- 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.
- 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.

II. WILL CALL SHIPMENTS **DOES APPLY** **DOES NOT APPLY**

- A. Applicable instructions from Part I apply to Part II.
- B. Contact Marmon/Keystone when ready for pickup at: 713-460-5400. Advise purchase order numbers, products, sizes and weights of all items to be shipped.
- C. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone purchasing department.
- D. 1 copy of original mill test report required with shipment.