

## SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Denver - (303) 296-7473  
6001 North Broadway  
Denver, CO 80216

DATE: 11/18/2011

### I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

#### A. Ship Via:

1. Truckload shipments -- must be flatbed
2. LTL's -- flatbed or open top trailers are preferred.
3. Call Joann Kalinowski or Jim Haslage prior to any shipments (303) 296-7473 to obtain release # or fax to (303) 295-7810 to obtain release #.
4. Carrier must have belts or strapping tie downs, no chains.

#### 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 of trailer.
4. All material must be blocked with blocks of 4" minimum thickness.
5. Bundle each size and grade separately.
6. Light-wall material must be loaded on top and blocked to avoid damage.
7. One end of bundled material must be even.

#### 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 or product. We require a visual inspection of all trailers for compliance prior to departure from your facility.

#### D. Packing lists and mill test reports must accompany shipment. Attach to Bill of Lading.

LTL shipments - affix packing list and test reports to the material. Tape on to the material to avoid losing paperwork.

#### E. Receiving Hours: Monday thru Friday, 8:00am-2:30pm.

#### F. Receiving Appointments: Contact Joann Kalinowski or Jim Haslage at (303) 296-7473 at least 24 hours before delivery to receive unload information.

#### G. Bill of Lading Must Show the Following:

1. Applicable purchase order numbers for material being shipped.
2. Bundle count and applicable shipment weight.
3. All pertinent information listed above to facilitate correct shipments by carrier including instruction to carrier to call 24 hours prior to delivery.

#### H. Packaging

1. All product should be packaged in a fashion that will minimize potential in transit damage.
2. Chrome plated bar products should be cardboard sleeved, wrapped in protective paper, and banded in at least 4 places along the length of bundle (2 places in cases of 12' bar). Bundle weight must be within weight parameters listed above. Each bar must be identified with applicable heat number and only one heat number per bundle.
3. All white metal shipments must be either boxed, tubed, or bundled in a fashion that will ensure material protection. If material is bundled, steel strapping must not come into contact with stainless steel, aluminum, nickel or chrome bar products. Cardboard collars should be placed between material and steel banding.
4. Banding of at least 1.25" width must be used and should be placed in at least 4 places along the length of bundle.
5. Only one size, grade and heat number per bundle.
6. Material to be line stenciled indicating size, grade, manufacturer and heat number. All mill tags are to be affixed to the ends of the bundles or boxes.
7. All product to be color coded as per Marmon/Keystone color coding requirements.
8. Stainless steel bar products should be packaged and shipped as per the following guidelines:
  - a. Heat numbers are to be stamped in one end of all material 1" OD and larger. Material under 1" is to be tagged

by bundle with a permanent tag indicating size, grade and heat number.

b. There must only be one heat number per bundle. Multiple heat numbers in any given purchase order must be separately packaged.

c. All stainless steel bar products should be packaged in a fashion that will minimize any potential in transit damage.

d. All stainless steel bar products are to be color coded by grade as per Marmon/Keystone color coding requirements.

e. Bundle weight must be within parameters indicated above.

9. These instructions may only be superceded by specific packaging requirements specifically indicated on a purchase order.

I. Direct shipments require both packing list and test report to be faxed to Jenny Jeffress at (303) 295-7810 for review before material ships.

J. 1 copy of original mill test reports required with shipment.

K. All mill tags are to be affixed to the ends of the box or bundle. All measurements to be Imperial.

## **II. WILL CALL SHIPMENTS ‡ DOES APPLY z DOES NOT APPLY**

A. Applicable instructions from Part I apply to Part II.

B. Contact Marmon/Keystone when ready for pickup at: (303) 296-7473 or fax to (303) 295-7810 - Joann Kalinowski or Jim Haslage. 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.