

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Salt Lake City
1230 Swaner Road
Salt Lake City, UT 84104
DATE: 03/31/05

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
 - 1. Truckload shipments -- must be flatbed. No curtain-type trailers.
 - 2. LTL's -- flatbed or open top, if possible.

- B. Loading Instructions:
 - 1. 3-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 slips must accompany shipment. Attach to Bill of Lading.

- E. Receiving Hours: Monday through Friday, 7:00 a.m. to 12:00 noon.

- F. Receiving Appointments: Driver must call 24 hours in advance of anticipated delivery for an appointment number and time. For LTL shipments, the driver is not required to call the branch prior to delivery; however, for flatbed deliveries, please call 801-973-2700 between 8:00 a.m. and 5:00 p.m. Monday through Friday for an appointment and time.

- 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 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 DOES APPLY DOES NOT APPLY

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

- B. Contact Marmon/Keystone when ready for pickup at: 801-973-2700, Production office. 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.

III. RAIL SHIPMENTS DOES APPLY DOES NOT APPLY

- A. Delivery Carrier - D + RGW.

- B. Load to be stripped with 4 x 4 lumber.

- C. Shipping Notices to be Mailed to Marmon/Keystone Within Twenty-Four (24) Hours of shipment to the Attention of :
Production office.

- D. 1 copy of original mill test report required with shipment.