

**SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION**

BRANCH: Seattle  
1001 "C" Street, S.W.  
Auburn, WA 98001  
(253) 333-7444  
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. We arrange own shipping on F.O.B. mill items.
  - 4. Call Matt Williams for shipping instructions.
  
- B. Loading Instructions:
  - 1. 2-1/2 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 4" 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.
  
- D. Packing slips and mill test reports must accompany shipment. Attach to Bill of Lading.
  
- E. Receiving Hours: Monday through Friday, 7:30 a.m. - 12:00 noon (Full load) & 7:30 a.m. - 3:30 p.m. (Partial load).
  
- F. Receiving Appointments: Call Shipping and Receiving Department 48 hours before anticipated delivery at (253) 333-7444. If expected delivery is to be Monday or Tuesday, call the previous Friday.
  
- 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. 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. Fax product information listed below at Fax # (253) 876-0626 when ready for shipment:  
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.
  
- B. Load to be stripped with 4 x 4 lumber.
  
- C. Must be tarped or shrink wrapped if .250 wall or less.
  
- D. Shipping notices to be mailed to Marmon/Keystone within twenty-four (24) hours of shipment to the attention of :  
Matt Williams.