

SHIPPING INSTRUCTIONS FOR LINO LAKES, MN.

ADDRESS: 265 Apollo Drive, Lino Lakes, MN. 55014

PHONE: 651-792-0090

1. SCHEDULING

A. Approved Carriers

For deliveries in which Marmon Keystone pays for freight, only approved carriers will be used. For approved carriers, please call 651-792-0090.

B. Receiving Appointments

1. Receiving hours are 7:00 AM to 3:00 PM (Central Time), Monday through Thursday **BY APPOINTMENT ONLY**.
2. Call 651-792-0090, between 7:30 AM and 3:30 PM Central Time to schedule an appointment.
3. FAX number: 651-792-1717.
4. Please have available: purchase order number(s), line item number(s), weight per line, total weight, and the name of the carrier.
5. Call at least 24 hours in advance to cancel and/or reschedule appointments.

C. Standing Appointments:

Please call at least 24 hours in advance of "Standing Appointment" time if you do not plan to keep a standing appointment time. Failure to cancel unused standing appointments can result in the loss of a shipper's "Standing Appointment."

II. LOADING INSTRUCTIONS

A. All loads must meet the following criteria:

1. Flatbed or open top truck suitable for overhead crane unloading.
2. Bundled material must not exceed 2-ton lift per bundle.
3. Must have a minimum of 3 inch blocking on the bottom and between each layer.
4. Wide banding or similar strapping only on bundles. Wired bundles will not be accepted.
5. All bundles and/or boxes must have identification tags on each end.
6. Each tag must include the bundle number, P.O. number, line number, size, grade, heat number, number of pieces, total feet, and total weight of the bundle.
7. Boxed material must have lift straps included for all bar and/or stainless products.
8. If more than one size or more than one heat number is in the same box, shipper must bundle each separately.
9. All loads are to be completely tarped. Exceptions: HRSST and Hot Finished Alloy.

III. DOCUMENTATION

A. Documents Required

1. Bill of Lading should list: Total weight and number of pieces, bundles, or boxes on the truck. If there is a mixture of pieces, boxes, etc., the total of each should be noted.
2. Packing List or Manifest must include:
 - (a) Marmon Keystone Purchase Order Number(s), including line numbers.
 - (b) For each line: include the line number, the size, grade, heat number, number of bundles, total pieces, total feet, and total weight. When there are multiple bundles, the bundles must be numbered and the bundle numbers included.
3. Test Reports: Material Test Reports must be included for each heat number.
4. Barcode Tags: Copies of barcode tags must be supplied with documentation in addition to the barcode tags attached to the material shipped.

IV. MARMON KEYSTONE PICK UP ARRANGEMENTS

For shipments picked up by Marmon Keystone: Call 651-792-0090 to make arrangements for pickup of the shipment. All instructions from Part II and III above apply.