

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Toledo
7133 Industrial Dr.
Temperance, MI 48182

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.
- B. Loading Instructions:
1. 3-ton maximum lifts - unless in closed van then they must be one 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 and blocked up on end.
 4. All material must be blocked with blocks of 4" minimum thickness.
 5. Bundle each size and grade separately. - PLEASE STRESS TO PATCO.
 6. Light-wall material must be loaded on top and blocked to avoid damage.
- C. Tarping of Material:
*TARP ALL LOADS EXCEPT HRSST AND HRSST ALLOY.
- D. Packing slips must accompany shipment. Attach to Bill of Lading.
- E. Receiving Hours: Monday through Friday 8:00 a.m. to 11:30 a.m. and 12:30 p.m. to 5:00 p.m.
- F. Receiving Appointments: Driver must call at least 24 hours in advance of anticipated delivery between 8:00 a.m. and 4:30 p.m. Monday through Friday at (734) 847-5401. This applies to loads 10,000 # and greater.
- 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.
 3. Need PRO numbers on all Bills of Lading.
- 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. All measurements to be Imperial.

II. WILL CALL SHIPMENTS

- A. Contact Marmon/Keystone when ready for pick up at (734) 847-5401. Advise purchase order numbers, products, sizes, and weights of all items to be shipped.
- B. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone purchasing department.
- C. 1 copy of original mill test report required with shipment.