

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Charlotte - (704) 588-2192
11522 Texland Boulevard
Charlotte, NC 28273

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. 5 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 and mill test reports 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: Shipping and receiving departments must be contacted for an appointment at least 24 hours before anticipated delivery. To get appointment number and time, call 704-588-2192, Donnie Whitesides or **Ryan Oster**.

- 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 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 **DOES APPLY** **DOES NOT APPLY**

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

- B. Contact Marmon/Keystone when ready for pickup at: 704-588-2192, Janine Paul. 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.

III. RAIL SHIPMENTS **DOES APPLY** **DOES NOT APPLY**

- A. Delivery Carrier - Norfolk/Southern Railroad.

- 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: Janine Paul.

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