

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION-CHARLOTTE, NC

Branch Shipping Address: 11522 Texland Boulevard Charlotte, NC 28273 Phone: 704-588-2192

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 always be completely tarped. 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, 7:30 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 day and time, call 704-504-6890 Jillian Cook or 704-504-6901 Donnie Whitesides.

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

B. Contact Marmon/Keystone when ready for pickup at: 704-504-6890, Jillian Cook or 704-504-6901 Donnie Whitesides. 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.