

# SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

**BRANCH: NEW CASTLE**  
**SHIPPING ADDRESS: 100 STEEL DRIVE**  
**NEW CASTLE, DE 19720**  
**PHONE - 724-477-4267 OR 724-477-4278**  
**- FAX 302-328-6233**

**DATE - 04/04/2011**

## **I - COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS**

### A. SHIP VIA:

1. Truck shipments - must be flatbed -
2. LTL's - flatbed or open top, if possible

### B. LOADING INSTRUCTIONS

1. 2-Ton lifts
2. Flatbed and open top trucks must be loaded for overhead crane unloading
3. All bundles must be blocked (2" minimum blocks) both vertically and horizontally.
4. All bundles must be banded with steel strapping only.
5. Bundle each size and grade separately ( 24" maximum bundles )
6. Light wall material must be loaded on top and blocked to avoid damage
7. If cold drawn seamless and hot rolled seamless are shipped together, load cold drawn on top.
8. Bundles over 2,000 lb. must have double bands
9. Light wall material up to .120 wall and white metals must use straps, not chains to secure loads
10. All bundles or boxes must be tagged with P.O. numbers, size, grade and number of pieces or load will be refused.

### C. All shipments must be fully tarpped unless otherwise specified on purchase order - Rusty material will be refused.

### D. Packing slips must accompany shipment. Attach to Bill of Lading. One set of bar coded tags must be attached to this paperwork and must be compliant to Marmon/Keystone's bar code requirements.

### E. Test Reports must accompany shipment.

### F. Receiving Hours: Mon. through Fri: 8:00 a.m. - 12:00 p.m. All scheduled appointments should arrive at a specified time.

### G. Receiving Appointments: Driver must be scheduled for T/L shipments (10,000 lb. or more) prior to dispatch. at which time an appointment number will be issued for a load. We will ask for purchase order number, item number, sizes and weight of all items to be delivered. Call and ask for the Receiving Dept. between 8:00 a.m. and 4:30 p.m., Monday through Friday. Receiving hours are Monday through Friday, 8:00 a.m. - 12:00 p.m.

### H. 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. Size and quantities shipped
4. Prepaid or collect freight

### I. All mill tags are to be affixed to the ends of the box or bundle. All measurements to be Imperial.

### J. Advanced shipping notices are preferred listing purchase order number, sizes, quantity and lengths.

## **II - WILL CALL SHIPMENTS**

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

### B. 8 a.m. - 5:00 p.m.

## **III - IDENTIFICATION OF MATERIAL**

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

### B. When material is ready for pickup, contact Marmon/Keystone 724-477-4267 or 724-477-4278

### C. If material for New Castle is not picked up within four (4) days of notification, vendor should contact the purchasing department at New Castle. Telephone - 724-477-4267 or 724-477-4268 or Fax: 302-328-6233