

Shipping Instructions For Marmon/Keystone Corporation

Branch: Bucyrus
930 N. Sandusky Ave.
Bucyrus, OH 44820

Date: August 26, 2005

COMMON CARRIER SHIPMENTS

A. Receiving Hours: Monday thru Friday, 7:00 AM to 2:00 PM

B. Receiving Appointments: Required before arrival, call Mary Chance at 419-562-7500

- 1. PO number required at time of appointment**
- 2. Bundle count and item number required**

C. Paperwork Required:

- 1. Bill of Lading (with applicable PO numbers)**
- 2. Packing list for each item**
- 3. Bar code tags per M/K requirements**
- 4. Copy of original mill test reports**

A. Information may be faxed in advance to 419-562-7555

D. Ship Via:

- 1. Truckloads shipments must be on flat bed**
- 2. LTL's - open top or flat bed preferred**

E. Packaging Requirements:

- 1. Bundles must not exceed 16" in width**
- 2. 4,000 pound max bundle for overhead unloading**
- 3. One size, grade, heat number per bundle**
- 4. Bar code tags affixed to each end of the bundle**
- 5. 1 1/4" banding on bundles, no wire**

F. Loading Instructions

- 1. All material must be stripped with 2" minimum thickness**
- 2. Material, regardless of product must be completely tarped**
- 3. All bundles must have 2 X 4 vertical blocking between them**