

**SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION**

BRANCH: Birmingham  
105 Goodrich Drive  
Tarrant, AL 35217  
DATE: 5/30/2013

**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. 4-ton maximum lifts except 3-ton lifts on CD, DOM, and HRSST.
2. Flatbed and open top trucks must be loaded for overhead crane unloading.
3. No vans.
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.
7. Stainless Bar - No chains - Protect in shipment.

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 must accompany shipment. Attach to Bill of Lading.

E. Receiving Hours: Monday through Friday, 7:00 a.m. to 12:00 p.m.

F. Receiving Appointments: Call Allen Tyrrell at least twenty-four (24) hours before delivery at 205-520-1000.

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. 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 - C.S.X. from Fairfield.

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:  
Billie Eidson

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

E. All mill tags are to be affixed only to the ends of the box or bundle.