

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH:	<u>Atlanta</u>
SHIPPING ADDRESS:	4250 Blue Ridge Ind. Pkwy Norcross, GA 30071
DATE:	03/31/05

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
 - 1. Truckload shipments -- must be flatbed - 45' maximum length -- No Drop Frame Trailers.
 - 2. LTL's -- flatbed or open top, if possible.
 - 3. Prefer: Overnite, Yellow and SAIA.
- B. Loading Instructions:
 - 1. 2-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, packaged, and protected to avoid damage.
 - 7. Dunnage for all 14 Ga. and light wall must be doubled.
- C. All shipments to be tarped unless otherwise specified on purchase order.
- D. Packing slips and MTR's must accompany shipment. Attach to Bill of Lading.
- E. Strapping should be used instead of chains.
- F. Receiving Hours: Mon. thru Fri.; All scheduled appointments should arrive at specified time.
- G. Receiving Appointments: Driver must call the S/R Department at (770) 476-4111, Ext. 112 between 7:30 a.m. and 11:30 a.m., Monday through Friday, for an appointment. MISSED APPOINTMENTS MUST BE RESCHEDULED!
- 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.

II. WILL CALL SHIPMENTS

- A. Applicable instructions from Part I apply to Part II.
- B. If material for delivery to Norcross branch is not picked up within four (4) days of notification, vendor should contact the Purchasing Department at Norcross. Telephone: (770) 476-4111, Ext. 106 or Fax: (770) 476-5930.

III. RAIL SHIPMENTS

- A. Applicable instructions from Part I Apply to Part II.
- B. Delivering Carrier - Southern Railway.
- C. Load to be stripped with 4 x 4 lumber.
- D. Shipping notices to be mailed to Marmon/Keystone within twenty-four (24) hours of shipment to the attention of: Purchasing Department.
- E. 1 copy of original mill test report required with shipment.

IV. IDENTIFICATION OF MATERIAL

- A. All material must be stenciled with mill name, heat number, grade, size, and specs as specified on purchase orders.
- B. 1 copy of original mill test report required with shipment.

*Our Telephone number: (770) 476-4111; Our Fax number: (770) 476-5930.