

BRANCH: Fort Worth  
3821 North Sylvania Ave.  
Fort Worth, TX 76111  
DATE: 05/31/13

## **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.
3. Truckload shipments and LTL shipments over 5M - delivering freight lines and driver must be aware of, 24-hour notification and receiving hours. When calling for appointment, drivers will be asked for weight, PO#, and name of shipper.
4. Preferred long haul carriers LTL (ppd & chg./collect) – SAIA or AAA Transport.
5. Preferred regional carriers LTL (ppd & chg./collect) - Central Freight and SAIA
6. Preferred TL carriers - Boyd and Cresco.

### B. Loading Instructions:

1. 4-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 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 list must accompany shipment. Attach to Bill of Lading, NOT MATERIAL.

E. Receiving Hours: Monday through Friday, 7:30 a.m. to 3:00 p.m.

F. Receiving Appointments: TL - Call 24 hours prior to delivery for appointment. LTL - Call 24 hours prior for an appointment and time -- No appointment needed if under 5M.

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.

## **II. WILL CALL SHIPMENTS**

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

B. Contact Marmon/Keystone when ready for pickup at: 817-831-7777. 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.