

RECEIVING INSTRUCTIONS FOR MARMON KEYSTONE MCCONNELLSBURG PA

RECEIVING HOURS 5 AM TO 2:30 PM

- A. The following paperwork must accompany each shipment and is the responsibility of the supplier to transfer this paperwork to the driver who will submit it to the Marmon/Keystone Receiving Clerk upon arrival, 1- a Bill of Lading, 2 - Packing Lists for each item. Packing List must show the Purchase Order Number, the number of pieces, the length of pieces, the size, the grade, the number of bundles, and the total weight.
- B. Original copy of Mill Test Reports are required with shipment and must be attached to the driver's papers.
- C. All shipments must be fully tarpped. Rusty material will be refused.
- D. All chrome bar and tubing shipments must arrive with cardboard tubes completely dry. A layer of plastic between the product and tarp is strongly suggested.
- E. Bundles over 2,000 lb. must have double bands.
- F. All inbound freight will be unloaded at door number #2.
- G. For directions to our McConnellsburg facility Call 717-485-3050 PRESS #2.