

**SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION**

BRANCH:        Southampton  
                    One Clark Street  
                    Southampton, MA 01073

DATE:            03/31/05

**I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS**

- A. Ship Via:
  - 1. Truckload shipments -- must be flatbed.
  - 2. LTL's -- See B. Loading Instructions. -Use New Penn/*Yellow*
  
- B. Loading Instructions:
  - 1. 3-ton maximum lifts - unless in closed van then they must be one ton maximum lifts.
  - 2. Flatbed and open top trucks must be loaded for overhead crane unloading with dunnage between layers.
  - 3. Closed vans must be loaded on rear-end and blocked up on end.
  - 4. All material must be blocked with blocks of 2" minimum thickness.
  - 5. Bundle each size and grade separately. - PLEASE STRESS TO PATCO.
  - 6. Light-wall material must be loaded on top and blocked to avoid damage.
  
- C. Tarping of Material:  
\*TARP ALL LOADS EXCEPT HRSST AND HRSST ALLOY.
  
- D. Packing slips must accompany shipment. Attach to Bill of Lading. IF NOT, SHIPMENT MAY BE REFUSED.
  
- E. Receiving Hours: Monday through Friday, 7:30 a.m. to 2:30 p.m. Truckloads must arrive at 7:30 a.m. or by appointment.
  
- F. Receiving Appointments: Driver must call at least 48 HOURS in advance of anticipated delivery between 7:00 a.m. and 4:30 p.m. Monday through Friday at (413) 527-2000. This applies to loads 10,000# and greater. Have P.O. # ready when calling for appointment.
  
- G. Bill of Lading Must Show the Following: **STRESS THIS TO BOYD TRUCKING.**
  - 1. Applicable purchase order numbers for material shipped.
  - 2. All necessary instructions listed above to facilitate correct shipments by the carrier.
  - 3. Need PRO numbers on all bills of lading.
  
- H. 1 Copy of original mill test reports 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 at (413) 527-2000. 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.