



## **WORKING TOWARD A COMMON GOAL A SHIPPER'S GUIDE**

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### **OUR PARTNERSHIP IN THE SUCCESSFUL MOVEMENT OF YOUR FREIGHT**

**RECOGNITION AND COMPLETION OF THE FOLLOWING GUIDELINES WILL HELP TO SERVE OUR MUTUAL OBJECTIVE OF INSURING THAT YOUR FREIGHT IS PROPERLY DELIVERED. WE ASK THAT YOU REVIEW THIS INFORMATION WITH INVOLVED PERSONNEL.**

#### **PICKUP NOTIFICATION**

**THE REQUEST TO OUR DISPATCH DEPARTMENT FOR A PICKUP SHOULD BE MADE FROM THE SHIPPING LOCATION IN ORDER THAT WE MAY OBTAIN ESSENTIAL INFORMATION SUCH AS ADDRESS, QUANTITY, READY AND CLOSE TIMES. IF YOU ARE A FIRST-TIME SHIPPER, WE ASK THAT YOU SO ADVISE DISPATCH SO THAT WE MAY BE SURE THAT OUR COMPUTER SYSTEM PROPERLY RECOGNIZES YOUR ACCOUNT FOR RATING PURPOSES. IN ADDITION, EARLY NOTICE OF PICKUP PROVIDES A LARGER WINDOW FOR DISPATCH TO SCHEDULE YOUR PICKUP INTO A ROUTE PLAN.**

#### **FREIGHT PACKAGING/LABELING**

**FREIGHT SHOULD BE PACKAGED TO PROVIDE PROPER PROTECTION OF YOUR MERCHANDISE DURING TRANSPORTATION. IN ADDITION, IT IS ALSO ESSENTIAL THAT FREIGHT BE CLEARLY MARKED WITH BOTH SHIP FROM AND SHIP TO ADDRESS INFORMATION TO FACILITATE ITS MOVEMENT BY DOCK PERSONNEL. IF HAZARDOUS, SPECIFIC PACKAGE MARKINGS ARE REQUIRED.**

(CONTINUED ON PAGE 2)

(CONTINUED FROM PAGE 1)

**BILLS OF LADING**

WHILE WE ALL OCASSIONALLY EXPRESS DISDAIN FOR "PAPERWORK", IT IS A NECESSARY STEP IN THE MOVEMENT OF YOUR FREIGHT. BILLS OF LADING MUST SHOW THE FOLLOWING INFORMATION:

DATE

SHIP TO NAME AND ADDRESS

SHIP FROM NAME AND ADDRESS

NUMBER OF PIECES BEING SHIPPED, BASED UPON THE WAY FREIGHT IS PACKAGED--NUMBER OF PALLETS FOR WRAPPED OR BANDED PALLETS, OR NUMBER OF PIECES FOR LOOSE FREIGHT.

DESCRIPTION OF ITEMS SHIPPED, INCLUDING PACKAGING (PALLETS, CARTONS, BALES, ETC). IF HAZARDOUS MATERIAL, THE DEPT OF TRANSPORTATION PROVIDES VERY DISTINCT GUIDELINES ON HOW MATERIAL MUST BE DESCRIBED.

WEIGHT

SHIPPING TERMS--PREPAID OR COLLECT

C.O.D. INFORMATION, IF APPLICABLE, SUCH AS C.O.D. AMOUNT AND HANDLING OF C.O.D. FEE CHARGES

SPECIAL INSTRUCTIONS, IF APPLICABLE (E.G. CALL BEFORE DELIVERY).

HELPFUL INFORMATION (E.G. PHONE NUMBER OR CLOSED ON MONDAYS).

OTHER INFORMATION IF PERTINENT (E.G. QUOTE NUMBER).

YOUR PARTICIPATION IN THESE ACTION-STEPS WILL BE OF GREAT ASSISTANCE IN THE PROPER MOVEMENT OF YOUR FREIGHT. IF WE CAN PROVIDE ANY FURTHER INFORMATION OR ASSISTANCE, PLEASE FEEL FREE TO CALL.

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