

## LLC INBOUND DOMESTIC ROUTING GUIDE

SHIPMENTS 100 LBS OR LESS:	
UPS (GROUND)	ACCOUNT #: 025634
UPS (AIR) – MUST BE AUTHORIZED BY PURCHASING	ACCOUNT #: 025634

SHIPMENTS > 125 LBS (GROUND):	
ALL STATES OUTSIDE NEW ENGLAND	R & L Carriers
<b>SEE PAGE THREE FOR PALLET, BOX AND LABELING REQUIREMENTS</b>	

SHIPMENTS > 125 LBS (GROUND):	
NEW ENGLAND STATES	SEVERANCE TRUCKING
<b>SEE PAGE THREE FOR PALLET, BOX AND LABELING REQUIREMENTS</b>	

SHIPMENTS > 125 LBS (AIR):	
ALL AIR SHIPMENTS MUST BE PRE-AUTHORIZED BY PURCHASING	CONTACT LLC LOGISTICS LEAD FOR BEST WAY
<b>SEE PAGE THREE FOR PALLET, BOX AND LABELING REQUIREMENTS</b>	

“SPECIAL” SHIPMENTS (ODD SHAPED MACHINERY, CRATES, ETC.) USE 3PL INTEGRATION (SEE INSTRUCTIONS BELOW)
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NOTE 1: LLC PURCHASING OR LOGISTICS MUST AUTHORIZE ANY DEVIATION FROM THS POLICY. DEVIATIONS MAY BE AUTHORIZED WHEN OUR HOUSE CARRIERS ARE UNABLE TO SERVICE A SPECIFIC LANE OR SUPPLIER.

NOTE 2: DEVIATIONS FROM THIS POLICY THAT ARE NOT AUTHORIZED BY LLC PURCHASING OR LOGGISTICS WILL RESULT IN THE FREIGHT BEING CHARGED BACK TO THE SUPPLIER.

NOTE 3: PLEASE CONTACT LLC PURCHASING OR LOGISTICS FOR INTERNATIONAL INBOUND SHIPPING INSTRUCTIONS.

**3PL INTEGRATION INSTRUCTIONS (3PLI):**

CONTACT 3PLI AT 508.210.2164, EXT 101

3PLI WILL PROVIDE SUPPLIER WITH BOL AND ARRANGE PICKUP.

SUPPLIER MUST USE 3PLI DOCUMENTATION.

**PLEASE DO NOT SUBSTITUTE YOUR OWN DOCUMENTS.**

**THIRD PARTY SHIPPING:**

IF SHIPPING VIA R & L CARRIERS AND BILLING IN A THIRD PARTY SHIPMENT, DO NOT CHECK OFF PREPAID OR COLLECT, BUT IN THE BODY OF THE BILL OF LADING WRITE:

THIRD PARTY BILLING TO:

LLC

30 LARSEN WAY

NORTH ATTLEBORO, MA 02763

ATTENTION ACCOUNTS RECEIVABLE

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### PALLET PACKAGING INSTRUCTIONS

- ALL PALLET SHIPMENTS MUST BE SHRINK WRAPPED AND STRAPPED WITH CORNER BOARD SUPPORTS TO PREVENT SHIFTING, DAMAGED AND/OR LOST PARTS.
- IT IS RECOMMENDED THAT THE STANDARD PALLET SIZE OF 40" X 48" BE STACKED NO HIGHER THAN 60".
- COILS OF METAL SHOULD ALWAYS BE SECURED TO THE PALLET WITH STRAPPING AND, IF NEEDED FOR STABILITY, ALSO SHRINK WRAPPED. MULTIPLE COILS STACKED MUST BE SEPERATED BY WOOD (OR SOME OTHER SUITABLE MATERIAL) SUPPORTS IN AT LEAST THREE POINTS. CARDBOARD OR WOOD MUST BE PLACED ON TOP OF THE SKID BEFORE STRAPPING/SHRINK WRAPPING TO PROTECT FROM ACCIDENTAL GOUGING OR SCRAPPING.
- PALLETS USED FOR HEAVY PRODUCT (INCLUDING COILS OF METAL) NEED TO BE ROBUST ENOUGH TO SUPPORT THE WEIGHT WITHOUT DAMAGE.
- ALL PALLETS WILL BE LABELED WITH TWO LABELS:
  - a. DO NOT BREAK SHRINK WRAP
  - b. DO NOT STACK
- "DO NOT BREAK SHRINK WRAP" AND "DO NOT STACK" MUST BE NOTED ON THE BILL OF LADING.
- Each box shipped, including shipments with multiple boxes on skids, must include a shipping label showing LLC's name and shipping address.
- Bill of ladings must record the number of boxes and the number of skids (Ex. 10 boxes one 1 skid)