

# Guide to Shipping

1. Shipment must be palletized
2. All of the cartons on the pallet should be labeled with the shippers contact information and consignees address and contact information
3. Include a diagram on how to properly stack boxes
4. Cartons must be shrink wrapped to the pallet
5. Completing the BOL
  - a) A complete shipping address must be included in addition to contact information in the event the carrier needs to contact them to return all or part of a shipment
  - b) A complete delivery address must be included in addition to contact information in the event the carrier needs to contact them to return all or part of a shipment
  - c) An accurate weight must be provided, which includes the weight of the pallets, to avoid possible re-classing of freight and / or reweigh charges
  - d) The number of Cartons being shipping should be listed not pallets to avoid shortages when the shipment is delivered
  - e) The correct NMFC, class and description should be provided to ensure accurate billing. If this is not provided the carrier has the right to class the item as they see fit
  - f) All approved accessorial charges should be listed at the time the shipment is made so the carrier is prepared for how and where they need to deliver
6. Insurance liability is not the same with all carriers and in some cases is affected by FAK programs. Make sure you know what the replacement value of your goods is and that the carrier you choose provides the insurance to cover it.
7. Most LTL carriers standard rates do not apply above 6 pallets or 6,000 pounds so it is very important that you get a spot quote, which should be listed on the BOL, in the event that your shipment exceeds those amounts.
8. Some LTL carriers do not service all points directly. It is important that you check to make sure that the one you select does. If not the rate and transit time will most likely be different.
9. When scheduling a pickup LTL carriers typically need a 2 hour window and most times will not schedule a pickup if called after 3pm in your time zone. If you need a lift gate or are in a residential area it is best to call the pickup in a day ahead of time.
10. It is very important to make sure the driver counts and signs for pieces. If the driver signs only for pallets and the consignee signs for pallets and there is a shortage there is little to no recourse with the carrier.

