



500 Iron Horse Park
North Billerica, MA 01862
978.667.2771 (f 978.667.3899)

2455 Commerce Drive
New Berlin, WI 53151
262.784.8440 (f 262.784.8463)

Attention Traffic/Shipping or Sales Manager

General Shipping Instructions

- 1) All shipments on truck should be marked with Spincraft's purchase order and part number. If numerous containers are consolidated into one shipment the containers should consecutively numbered (i.e. 1 of 5, 2 of 5, etc). Bill of lading should clearly refer to the appropriate shipment number. Line items on the packing slip should be identical to or comparable with the item descriptions of the purchase order. If no purchase order (i.e. customer supplied material or subcontract supplied material) work item number, and description along with person's name and phone number should be listed on the packing list and Bill of Lading requesting shipment.
- 2) All freight for Spincraft's account must be shipped on a "collect" Bill of Lading. Do not "prepay and add". No charges will be reimbursed to the shipper unless prior approval has been given.
- 3) Final destination will be indicated on the purchase order either in the "ship to" section of the purchase order or in a separate note in the body of the purchase order.
- 4) Do not use premium air routings unless specifically authorized by the purchase order, Buyer, or the Traffic/Material Manager at Spincraft.
- 5) Do not declare a value on any shipment purchase "F.O.B shipping point." All additional costs resulting from failure to comply with this instruction will be charged to your account.
- 6) Mark box or product with proper media for the product being provided. Marking media must contrast container or product color. Neat, legible handwritten markings are acceptable with lettering not being less than 1/2"
- 7) Packing list – Include copy of packing list with applicable documentation to order (certifications and test reports when required) Test certifications should also be emailed to the buyer or designated person for test reports at Spincraft. Packing list and applicable documents should be provided in a waterproof envelope securely with tape to pallet or box to avoid loss in transit.
- 8) All material must be protected from handling damage either by protective packing within cartons, crates, or by securing to pallets of adequate size and construction.
- 9) Packaging of hazardous material must meet all DOT requirements set forth in Code of Federal Regulations (CFR) Title 49

Freight Instructions for shipment to Spincraft

The following instructions apply to all freight for the accounts of Spincraft Wisconsin, and Spincraft Massachusetts:

For shipments less than 150lb, please use UPS (United Parcel Service) Ground Service

The UPS instructions and account number are written on the bottom of your purchase order with Spincraft.

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For LTL shipments (Less than truck load)

Call OHL – 866-395-5714

Inform OHL you are ordering an LTL shipment for Spincraft. Be specific which Spincraft location you are shipping to i.e. Spincraft Massachusetts or Spincraft Wisconsin. Have weight, dimensions, type of packaging, product and address information ready at the time of ordering.

Spincraft account representative is Jason Boyd – Toll Free 866-395-5714, direct line 615-401-6412.

Email address is standex@ohl.com

Full Truck Load Shipments

Call Williams and Associates – 952-703-5603

Spincraft account representative is Daryl Dalen

Inform Williams and Associates that you are ordering a full truck load shipment for Spincraft. Be specific which Spincraft location you are shipping to i.e. Spincraft Massachusetts or Spincraft Wisconsin

For Oversized Permitted Loads

Call Spincraft:

Spincraft, Wisconsin

Contact: Jessica Zarcone

262-432-1866

Spincraft, Massachusetts

Contact is Debra Chaplin – Materials Manager

978-944-5579

or

Brennan Farley

978-667-2771 ext 349