

GENERAL SHIPPING INSTRUCTIONS

SHIP TO ADDRESS:

Suttle-Straus
1050 Uniek Dr.
Waunakee, WI 53597

RECEIVING HOURS:

8:00am – 5:00pm (CST)

MAIN PHONE:

608.849.1000

CONTACT:

Dispatcher

*Notify the Dispatcher of date and timeframe for deliveries that are in excess of 15 pallets. If you are transferring inventory to Suttle-Straus please refer to the Inventory Transfer instructions below.

ALL PRODUCTS MUST BE PACKED AND STACKED ACCORDING TO THE FOLLOWING REQUIREMENTS:

- All pallets must be 26 x 40", 40 x 48" or 42 x 48" in size.
- Products must not be stacked higher than 48" (from ground level) on the pallet.
- Contents of the cartons including product description, code or item number, quantity and sample must be facing outward on at least two of the four sides.
- Product must be wrapped and secured to the pallet.
- All partial cartons must be placed on top and marked as "Partial Carton".

A PACKING LIST IS REQUIRED ON ALL SHIPMENTS AND IT SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Item numbers
- Item Description
- Quantity per case
- Number of cases
- Total quantity per item
- Suttle-Straus job number and/or PO number

INVENTORY TRANSFER TO SUTTLE-STRAUS

To properly verify inventory levels upon receipt of shipments please adhere to the following standards:

PREPARING THE CARTONS

- All cartons must have an item code and quantity listed on the outside of each carton.
- Each carton must contain 1 item only.
- Cartons must be packed to withstand handling and travel.
- All cartons must be sealed after packing.

PREPARING THE PALLETS

- Use 48 x 40" pallets that are in good condition (no broken stringers or boards).
- Pallets must be accessible on two sides of the base.
- Cartons should be stacked squarely on the pallet, no overhang.
- Carton flaps should all face upwards.
- All Pallets should be shrink-wrapped with a Ship To address label applied to a minimum 2 sides of each pallet.

SUTTLE-STRAUS CARRIERS

When the shipment is ready, please contact the Suttle-Straus Dispatcher at 608-849-1000 for Carrier designation or if the Carrier was pre-arranged, contact the Suttle-Straus Dispatcher with the following information:

- Number of pallets
- The total weight of the shipment
- Total cases
- Estimated time the shipment will be ready for pick-up
- Bill of Lading number
- Contact name and phone number