



## SUPPLIER SHIPPING GUIDE

### Bench Dogs Logistics Office

Tel (717) 964-1111 x107

### DOMESTIC SHIPPING LOCATIONS

Corporate Headquarters and Primary Manufacturing & Distribution

Bench Dogs  
10 Industrial Way  
Denver, PA 17517

Distribution Center

Bench Dogs  
68 Denver Road  
Denver, PA 17517

(Call Bench Dog Logistics Office prior to shipment to determine if appointment is necessary)

### GENERAL SHIPPING REQUIREMENTS

- All product must be contained within the boundary of the pallet - no overhang.
- All shipments must include a packing list and freight bill - clearly identified.
- Pallets for material must be 40" x 48", 4-way, made of Grade A, Group III or IV hardwood, unless oversized material requires a larger pallet. Oversized pallets must be Grade A, Group III or IV hardwood.
- Fumigation certificates are the responsibility of the shipper or supplier, as required.
- Products must be securely stacked on pallet. Pallets may be stacked to an overall height not to exceed 92" from the floor.
- All inner and outer boxes should be free from damage to prevent loss or degradation of contents.
- Pallet loads must be less than 2500 pounds.
- The maximum box weight is 50 pounds unless approved in advance by the Project Manager.
- Master cartons that contain more than one SKU must be identified on the outside of the container with a "Mixed Product" label.
- Shipments of ten (10) or more pallets must be scheduled for a delivery appointment. Without an appointment, the shipment may be refused or the supplier charged for the added labor to unload (overtime).



- Shipments must be made according to Bench Dogs routing instructions. Call (717) 964-1111 for a copy or visit our website at [www.benchdogs.com](http://www.benchdogs.com). This specifies type of routing and the trucking company for LTL shipments.

If you cannot comply with these requirements, contact your Project Manager for assistance.

### **FREIGHT COLLECT ACCOUNT NUMBERS**

Please call (717) 964-1111 to obtain the account numbers used to charge freight to Bench Dogs.

### **LABELING**

All shipping boxes must have a label including:

- The Bench Dogs part number (if specified on the PO)
- The part description, which should match the Bench Dogs purchase order description.
- The Bench Dogs purchase order number
- The quantity of parts in a box.
- The date of manufacture - can be approximate.
- The Country of Origin where the primary part(s) were manufactured. This label must be placed on the shortest side of the box - but not on the top or bottom. The minimum text height is 3/8 inch high (.9525 cm).

### **BAR CODING**

Bar coding is not required at present, but will be required at a future date. If you have the capability to provide bar codes, Bench Dogs requests the following items to be bar coded.

- The Bench Dogs part number.
- The Bench Dogs purchase order number.
- The box quantity.

### **SHIPPING TERMS**

All truckload and LTL (150 to 10,000 pound) shipments should be sent FOB Shipping Point, Freight Collect, using an approved Bench Dogs carrier. All small packages with an aggregate weight of less than 150 pounds must be sent by UPS, unless approved by the Project Manager. The product should be combined in the fewest number of boxes; however, no box should weigh more than 50 pounds alone.