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**CHECON CORPORATION INBOUND DOMESTIC ROUTING GUIDE**  
**Revision 01-JAN-2017**

| <b>SHIPMENTS 100 LBS OR LESS:</b>                   |                   |
|---|-------------------|
| UPS EXPRESS (GROUND)                                | ACCOUNT #: 025634 |
| UPS (AIR – MUST BE AUTHORIZED BY CHECON PURCHASING) | ACCOUNT #: 025634 |

| <b>SHIPMENTS &gt; 125 LBS (GROUND):</b>     |                     |
|---|---------------------|
| ALL STATES OUTSIDE NEW ENGLAND              | XPO LOGISTICS (CCX) |
| <b>SEE PAGE TWO FOR PALLET REQUIREMENTS</b> |                     |

| <b>SHIPMENTS &gt; 125 LBS (GROUND):</b>     |                    |
|---|--------------------|
| NEW ENGLAND STATES                          | SEVERANCE TRUCKING |
| <b>SEE PAGE TWO FOR PALLET REQUIREMENTS</b> |                    |

| <b>SHIPMENTS &gt; 125 LBS (AIR):</b>                                 |   |
|--|---|
| <b>ALL AIR SHIPMENTS MUST BE PRE-AUTHORIZED BY CHECON PURCHASING</b> | CONTACT LOGISTICS MANAGER FOR BEST WAY (duckworth@checon.com) |
| <b>SEE PAGE TWO FOR PALLET REQUIREMENTS</b>                          |   |

|   |
|---|
| <p>“SPECIAL” SHIPMENTS<br/>       (ODD SHAPED MACHINERY, CRATES, ETC.)<br/>       USE 3PL INTEGRATION<br/>       (SEE INSTRUCTIONS BELOW)</p> |
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**NOTICE:**

**No INBOUND/OUTBOUND Shipments VIA ESTES Freight/LTL will be accepted at any of the Checon shipping locations.**

**Checon is NOT responsible for any shipments that do NOT comply with the current version of the Checon Routing Guide. If unsure of the active version level, please contact Checon Shipping Logistics at [508-809-5119](tel:508-809-5119) or Checon Purchasing at [508-809-5176](tel:508-809-5176) prior to shipment. The Routing Guide is also available on our website at [www.checon.com](http://www.checon.com).**

NOTE 1: CHECON PURCHASING MUST AUTHORIZE ANY DEVIATION FROM THS POLICY.

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

NOTE 3: PLEASE CONTACT CHECON PURCHASING 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 SUBSTITUE YOUR OWN DOCUMENTS.**

## CHECON CORPORATION INBOUND DOMESTIC ROUTING GUIDE

### 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.
- 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 Checon Corporation's name and shipping address.

Please contact Checon Logistics at 508.809.5119 for any questions.  
(duckworth@checon.com)