

Order Packing & Routing Instructions

MAC Wholesale works with FTL & LTL Freight Carriers to pick up shipments. Please follow our packing instructions (below) for packing our order, and our routing instructions (below) to provide us with the information we need to route shipments. Please note that it typically takes a minimum of 24-48 hours for our carriers to pick up, after we have received the routing information from you.

Packing Instructions:

Please pay close attention to the packing requestes below. It is important for shipments to be packed appropriately to avoid delays in receiving shipments by our warehouse. Failure to follow the below guidelines may result in payment delays or payment deductions, if additional costs are incurred due to failure to follow these policies:

- Please <u>Pull Orders by Style #</u> to minimize the # of Pallets with Mixed Items. Please try to group the same Item #'s together to help our warehouse with receiving.
- Please <u>build pallets as high as possible (up to 96" High) to consolidate the pallet count</u>.
 We will send 53' Trucks with Swing Open Doors. If the shipment will be a full truckload, it is okay to top-load on top of the pallets to fill the trailer and maximize space.
- 3. All Shipments Must Be Pallatized DO NOT Floor Load Shipments (unless approved by MAC Wholesale Buyer)
- 4. Please label each pallet with MAC Wholesale's PO #
- 5. Each carton must be labeled clearly with the Item # & Description of its Contents
- 6. <u>Please do not create mixed cartons</u>, unless approved by MAC Wholesale. Please <u>mark all partial cases</u> with "Partial Case".
- 7. DO NOT send Invoice with Shipment and DO NOT send packing list with prices
- 8. We can fit a maximum of 30 Pallets (40"x48") per 53' Trailer, as long as the pallets do not have overhang, and if the pallets are turned sideways. See loading diagram below.

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- 9. If the shipment is multiple truckloads please stage the shipment by truck load (and send info for each truck).
- 10. The Maximum total shipment weight per truck is 42,000 lbs for Over the Road Shipments, and 38,000 lbs for shipments going via Intermodal Rail.

Routing Instructions:

To Route the Shipment, please email <u>ALL</u> of the following information to: <u>Routing@MACWholesale.net</u>

- 1. Pallet Dimensions & Weights
- 2. Warehouse Pickup Address
- 3. Warehouse Pickup Hours
- 4. Warehouse Contact Name, Phone #, and Email Address

Packing Slips – IMPORTANT!

Please Email a copy of the packing list for EACH shipment to: <u>Routing@MACWholesale.net</u>

For any questions please contact: Traffic Manager: Humberto Ortiz - <u>Humberto@MACWholesale.net</u> - (508) 378-3500 x821