



Demco Inc.

Corporate Transportation Policy

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INBOUND PARCEL

Routing Instructions - Parcel Shipments to Demco, Inc. warehouse:

Demco, Inc.

500 E. North Street

DeForest, WI 53532

1. Ship all parcel shipments via **FedEx Ground Collect** unless otherwise specified on the PO. If you don't have a FedEx Ground account, call **800-231-9219** to set up a Collect Account. If you have an existing Collect account with FedEx Ground, you may use the same Ground Collect bar code labels and begin shipping to us immediately using the existing account.
2. You are required to include the Demco purchase order number on each package and on the Fed Ex manifest/scheduled electronic pick-up record.

DROPSHIP PARCEL

Routing Instructions - Dropships to a Demco customer:

1. Ship all dropship parcel shipments via **FedEx Ground - 3rd Party Bill per PO instructions** unless otherwise specified on the purchase order. These numbers must be used in conjunction with FedEx automation software, or the Internet. If the carrier specified on the PO isn't used, your company is responsible for any additional freight costs incurred by Demco. If you have questions, please contact your buyer for assistance.
2. All shipments must comply with the transportation industry regulations. These regulations include, but not limited to: The Department of Transportation (**DOT**), The Federal Motor Carrier Safety Administration (**FMCSA**), The Hazardous Materials Transportation Act (**HMTA**), and the National Motor Freight Classification (**NMFC**) Rules, Classification and Packaging requirements. If you elect to use NMFC Rule Item 180 as an alternative to required packaging for any item, you must provide a copy of the NMFC Item 180 Packaging Performance Laboratory Test Report for each item. Packaging for parcel carriers must be in compliance with the small parcel carriers packaging rules.

INBOUND AND DROPSHIP LTL

Routing Instructions for LTL shipments:

1. All **LTL shipments** are to be 3rd party billed and routed with the carrier indicated on PO.

All DEMCO freight bills must use the following Bill to address:

DEMCO, Inc.

PO Box 14077

Madison, WI, 53708-0077

Attention: Accounts Payable Department

2. The Demco purchase order number is also required on your Bill of Lading.
3. As the acting shipper, you are required to ensure the carrier signs for a specific carton quantity on the bill of lading. Carriers should not sign a bill of lading with the notations STC (Said To Contain), SL&C (Shipper Load & Count), SWS (Shrink Wrapped Skids), SWP (Shrink Wrapped Pallet) and HU (Handling Units).
4. All shipments must comply with transportation industry regulations. These regulations include, but not limited to: The Department of Transportation (**DOT**), The Federal Motor Carrier Safety Administration (**FMCSA**), The Hazardous Materials Transportation Act (**HMTA**), and the National Motor Freight Classification (**NMFC**) Rules, Classification and Packaging requirements. If you elect to use NMFC Rule Item 180 as an alternative to required packaging for any item, you must provide the NMFC Item 180 Packaging Performance Laboratory Test Report for each item. Packaging for parcel carriers must be in compliance with the small parcel carriers packaging rules. You will be responsible for the product costs or must replace products that are damaged due to insufficient or non-compliant packaging.
5. All shipments must comply with applicable regulations including but not limited to those governing the use of appropriate packaging materials for international shipments, as indicated on the individual purchase orders. You will be charged for costs Demco incurs for your failure to comply with packaging requirements, including labor associated to comply.



Transportation Policy Acceptance Form

I certify that I have received, reviewed and understand the Demco Inc. Corporate Transportation Policy. I hereby agree to comply with all aspects of this program, and fully understand the implications associated with non-compliance, unless otherwise stated and approved.

Company Name

Signature

Date

Printed Name

Title