

Kable Product Services - Receiving Requirements

Revised (1/21/03)

Identification:

1. Each Carton and/or pallet (skid) must be marked with a SKU number.
2. Each carton must be marked with the quantity of the contents.
3. Our preference is one SKU per pallet, but when not possible, it is imperative that each box me marked with the SKU and quantity.

Documentation:

1. Each shipment must be accompanied with a packing list.
2. If you have purchase orders, the P.O. number should be on the packing list.
3. The packing list must be itemized using your SKU number.

Palletization:

1. All palletized shipments must be on a 40"x 48" beveled entry 4-way pallet.
2. The maximum height should not exceed 44" high.
3. Nothing should overlap the perimeter of the pallet.

Weight Limits:

1. Individual carton/box weight should not exceed 40 pounds.
2. Pallet weight should not exceed 2,500 pounds.

Notification:

1. Advance ship notifications are preferred. Please fax to 815-732-1052 and/or e-mail to kkereven@kable.com, jcoy@kable.com, and your Account Executive.
2. All freight deliveries must be scheduled 24 hours in advance.
3. Please call 815-732-1030 to schedule your delivery appointment.
4. Deliveries are accepted between 7:30 a.m. and 3:30pm unless otherwise scheduled.

Delivery Address/Main Distribution Center - check with your Account Executive for proper distribution center ship to address.

Kable Product Services Product/Premiums 1410 Pines Road Oregon, IL 61061 815-732-1030 (Receiving)

Additional Facility

Kable Product Services Back Issues/Replacement copies 1011 S. Second Street Oregon, IL 61061 815-732-1206 x 23
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