

TO BE COMPLETED BY PartnerShip Customer

To: _____



RE: IMPORTANT SHIPPING INSTRUCTIONS

We are pleased to inform you that we are now participating in the **NAEDA Discount Freight Program**, managed by **PartnerShip**. As a result of this participation, we need to update our **Permanent Shipping Instructions** with your company. Please disregard these instructions if shipping costs are absorbed ("Free Freight") by your company. Otherwise, please update your database with the following:

Ground Shipments

Small package ground shipments under 250 lbs.:

FedEx Ground Collect or FedEx Ground Bill Recipient FedEx Account Number# _____

To schedule a pick up with FedEx Ground call 800-463-3339.

Less-than-truckload freight shipments between 250 lbs. and 5,000 lbs.:

All freight shipments are to be billed Freight Collect on the bill of lading

UPS Freight (800-333-7400) or Yellow Transportation (800-610-6500).

Shipments over 5,000 lbs:

Please contact PartnerShip at 800-599-2902 for shipping instructions.

Air Shipments

FedEx Express Bill Recipient Account Number# _____

Air shipments over 150 lbs.:

Please contact PartnerShip at 800-599-2902 for shipping instructions.

Important Notice!! All incoming shipments and merchandise invoices will be monitored. Freight charges on invoices will no longer be paid. Any deviations in these instructions will result in a charge back. These instructions supersede all previous freight instructions. If you have questions pertaining to these instructions contact PartnerShip at 800-599-2902.

Please ship all freight to the following location:

Company Name

Print Name

Address

Signature

City, State Zip

Date

Vendor Acknowledgment Receipt

TO BE COMPLETED BY VENDOR

Please sign and return this acknowledgment to PartnerShip to indicate you have read and will comply with the instructions listed above. Failure to acknowledge these instructions is in no way a waiver to comply with these instructions.

Acknowledged by (print)

Vendor Name

Acknowledged by (signature)

Date

**Please sign and mail or fax this form to PartnerShip at:
500 East Lorain St., Oberlin, OH 44074 • Fax 800-439-8913**