



## **ROUTING GUIDE**

-When Burke E. Porter is paying for the freight cost, these are the routing instructions to follow. Any deviations from routing guide not approved by BEP will be re-billed to the shipper.

-The Burke E. Porter Purchase Order Number MUST be included on ALL shipping documents.

### **Domestic (U.S. Origin) Shipments:**

- **Small Package Shipments (1 lb to 75 lbs per shipment)**
  - Use UPS, account number Y20340.
  - IF UPS is not available, the back up small package carrier is Fed Ex. Contact Carrie Metzger or Paul Holappa (see below) for account number

Default service level is Ground, unless the Purchase Order states otherwise.
- **LTL Truck Shipments (75 lbs to 10,000 lbs and under 50% of a 48' trailer)**
  - **Shipping from: All States**
    - Use ABF ([www.abfs.com](http://www.abfs.com)) 800-562-9133.
  - Specify "freight collect" on your truck bill of lading. No account number is needed.
  - For backup, contact Carrie Metzger or Paul Holappa (contact information below).
- **Large Shipments (10,000 lbs or greater or more than 50% of a 48' trailer OR over-sized &/or over-weight shipments requiring special equipment such as flatbed trailers):** Contact Carrie Metzger or Paul Holappa (see below) for instructions.

### **International (foreign origin) Shipments:**

- **Small Package Shipments (1 lb to 75 lbs per shipment) {1 to 34kg}**
  - Use UPS Y20340.
  - For back up small package carrier, use DHL Express and contact Carrie Metzger or Paul Holappa (see below) for account number
- **Freight Forwarder Shipments: Air or Ocean (75 lbs or greater)**

Email or Fax all international paperwork [commercial invoice and pack slip] to Carrie Metzger (see below).

  - Contact Carrie Metzger or Paul Hollapa (see below) for instructions and assignment of Freight Forwarder/Agent.

**Contact information** for any/all questions about in this Routing Guide:

**Carrie Metzger/ Paul Holappa**

Ph: (616) 234-1239

Fx: (616) 459-1032

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