

## **DISTRIBUTOR BULLETIN**

**TO: CROSSVILLE, INC. DISTRIBUTORS**

**FROM: CROSSVILLE, INC. SALES AND LOGISTICS**

**DATE: JULY 6, 2017**

**RE: UPDATED LAMINAM CRATE SHIPPING GUIDELINES**

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***After input from several of our key distributors, Crossville has revised the Laminam Crate Shipping Guidelines as follows:***

The Laminam by Crossville product line requires special order processing, shipping, and receiving guidelines. Due to the large format of this product line, Crossville highly recommends distributors conduct extensive pre-shipment coordination with their customers and Crossville's Customer Service Department to ensure a satisfactory delivery of the Laminam by Crossville products.

### **Order Processing Guidelines (Effective 7/31/2017):**

- Crossville packs/ships Laminam by Crossville 1M X 3M Products by Distributor Purchase Order on Flat or A-Frame Crates. Distributors can choose either crate type for shipping.
- Distributors must specifically request multiple PO(s) to be combined, packed & shipped in 1 or more Flat or A-Frame crate(s). This is considered a special request and must be communicated to Customer Service.
- Crossville provides three (3) types of crates options for sale and shipment:
  - Flat Crate: LAM-CRATE = \$58.50 each and returnable in 10 crate increments.
  - A-Frame Crate: LAM-CRATE144x33 = \$200.00 each and returnable in 10 crate increments.
  - A-Frame Crate: LAM-CRATE124x44 = \$200.00 each and returnable in 10 crate increments.
  - The decision to request A-Frame LAM-CRATE144x33 or LAM-CRATE124x44 should be made solely on whether there is a need to have a 33" (144x33) or 44" (124x44) width of the base. All other attributes and capacities are the same. The 33" base was designed to aid in entry through a standard doorway.
- Crossville will automatically (default) add the required number of LAM-CRATE(s) to the Crossville BOL Number for shipment and flat crate charges will be included and listed within the freight charge section of Crossville's invoice, in the same way as all pallet, crate, and package charges have always been itemized.
- LAM-CRATE144x33 or LAM-CRATE124x44 A-Frame crates must be ordered as a specific line item on a distributor's purchase order and charges will be invoiced as a line item on the invoice.
- Distributors can order extra "empty" crate(s) by line item on a Purchase Order at the prices listed above.

- Crossville packs/ships Laminam by Crossville CUSTOM CUT products as follows:
  - All Custom Cut items  $< / = 1\text{m} \times 1\text{m}$  are boxed for shipment on standard Crossville pallets.
  - All Custom Cut items  $> 1\text{m} \times 1\text{m}$  are shipped in crates.

#### **Shipping A-Frame Crate Return Guidelines:**

- Distributors must accumulate minimum increments of ten (10) LAM-CRATE, LAM-CRATE144x33 and/or LAM-CRATE124x44 crates for return.
  - Once a distributor accumulates a minimum increment of ten (10) crates (i.e. 10, 20, 30, etc.), Crossville's Customer Service Department will issue a Return Authorization and routing instructions with the return freight charges PREPAID by Crossville.
  - A-Frame crates returned must have the A-Frame supports removed before stacking 10 crates on top of each other. The A-Frame supports should be laid flat on top of the last crate and the entire bundle(including flat crates) must be banded together to form a one (1) bundled shipment of 10 crates and supports = 2,500 lbs.
  - Distributors who choose to return less than increments of ten (10) crates will be required to pay the return freight charges.
  - Distributors will receive a \$50.00 credit for each LAM-CRATE, \$175.00 credit for each LAM-CRATE144x33 and/or LAM-CRATE124x44 crate returned in good useable condition including A-Frame supports.

#### **Product Damaged in Transit:**

- Laminam by Crossville Product damaged in transit must be returned to Crossville for credit in the original shipping crate.
  - Distributors should contact Crossville's Customer Service Department to order replacement material and obtain a Return Authorization for the damaged Laminam by Crossville product and the original shipment crate.

#### **Receiving and Un-Loading Guidelines:**

- The Laminam 3+ 1mx3m product is shipped:
  - 20 pieces maximum per flat crate = 1,085 pounds + crate weight. Multiple crates are banded in increments of two (2) and stacked four (4) high in a trailer.
  - 40 pieces maximum per A-Frame crate = 2,170 pounds + crate weight.
- The Laminam 5.6 1mx3m product is shipped:
  - 13 pieces maximum per flat crate = 1,225 pounds + crate weight. Multiple crates are banded in increments of two (2) and stacked four (4) high in a trailer.
  - 20 pieces maximum per A-Frame crate = 1,885 pounds + crate weight.
- Each LAM-CRATE144x33 crate is 33 inches wide and 144 inches in length and weighs 250 pounds empty.

- Each LAM-CRATE and LAM-CRATE124x44 crate is 44 inches wide and 124 inches in length and weighs 200 pounds empty.
- Crossville recommends a minimum Fork Lift capacity of 5,000 pounds combined with a minimum fork length of 84 inches for unloading the crate(s) from an enclosed trailer.
- Crossville recommends a minimum Fork Lift capacity of 5,000 pounds combined with a minimum fork length of 44 inches for unloading the crate(s) from a side loaded flatbed trailer.
- Dual pallet jacks can be used on each end of the crates to maneuver through narrow aisle ways (see enclosed photos).
- Also recommended is an electric grocery jack (8,000 lb.). This is what Crossville uses to unload and load trailers.

## **ELECTRIC GROCERY PALLET JACK = 96" RUNNERS**



## LAM-CRATE

**L x W Dimensions: 144" x 44"**

### **SIDE VIEW - FLAT CRATE SHIPPING**



**LAM-CRATE**  
**L x W Dimensions: 144" x 44"**  
**END VIEW - FLAT CRATE SHIPPING**



## LAM-CRATE144x33

**L x W Dimensions: 144" x 33"**



## LAM-CRATE124x44

**L x W Dimensions: 124" x 44"**

