



Transportation Routing Guide **Revised Sept. 2016**

Everbrite has established preferred transportation providers for surface and air shipments to and from our facilities and shipments direct to customers.

Effective immediately shipments from vendors requiring Everbrite to pay the freight cost will be billed as Freight Collect or Third Party using the applicable Preferred Carrier listed below. These guidelines must be used with no exceptions unless authorized in writing by Everbrite. Shipper's will be held responsible to follow these instructions and understand no prepaid and add shipping charges will be accepted and/or paid by Everbrite effective July 1, 2013.

Regardless of the transportation mode, consolidate shipments to the same address on one bill of lading and combine all purchase orders into the least number of containers possible. The purchase order number should be on all packing lists, containers, bill of ladings and labels.

The guidelines include the following.

1. Small Package Ground
2. Hundred Weight - Ground
3. Small Parcel Air
4. Small Parcel International
5. International Import/Export – Air and Ocean
6. LTL
7. Volume LTL/Truckload
8. UPS Freight Collect Account Numbers
9. Additional Instructions
10. Confirmation of Receipt

Everbrite Transportation Routing Guidelines

Shipment Weight	Service	Carrier	Instructions
<p>1-200 lbs (no single package over 150 lbs or 130 inches in length and girth combined)</p>	<p>Ground – Small Parcel</p>	<p>UPS 800-PICK UPS 800-742-5877 www.ups.com</p>	<ol style="list-style-type: none"> 1. Enter Purchase Order number in reference one field and on labels. 2. Bill Freight Collect/3rd Party UPS Account
<p>200-500 lbs (no single package over 150 lbs or 130 inches in length and girth combined)</p> <p><u>Note:</u></p> <p>Due to commodity being shipped or received, some shipments should be routed through the LTL mode, such as hazmat or anything not boxed, and will be determined by the shipping location or vendor.</p>	<p>Ground Hundredweight</p>	<p>UPS 800-PICK UPS 800-742-5877 www.ups.com</p>	<ol style="list-style-type: none"> 1. Enter Purchase Order number in reference one field and on labels. 2. Bill Freight Collect/3rd Party UPS Account
<p>1-200 lbs (no single package over 150 lbs or 130 inches in length and girth combined)</p>	<p>Air – Small Parcel</p>	<p>UPS 800-PICK UPS 800-742-5877 www.ups.com</p>	<ol style="list-style-type: none"> 1. Enter Purchase Order number in reference one field and on labels. 2. Bill Freight Collect/3rd Party UPS Account

6000 lbs and up	Volume LTL/Truckload	Contact Evans Transportation Services or Everbrite for Instructions	Evans Transportation 800-886-7799 ext. 3351

International Freight Brokerage

U.S. Broker

Mainfreight USA
 Aaron Nash
 aaron.nash@mainfreightusa.com
 630-496-7400

Mexican Broker

MALLORY ALEXANDER
 Roberto Ramos
 RobertoR@mallorygroup.com

Canadian Broker

J.B. ELLIS
 Phill Scott
 pscott@jbellis.com
 604-408-7166

Everbrite Bill Freight Collect/3rd Party UPS Account Numbers

The following is a list of Everbrite locations. Each location has a unique UPS account number. Please contact the buyer for the appropriate UPS account number.

627 E. 30 th Street Buena Vista, VA 24416	
720 W. Cherry Chanute, KS 66720	
401 Koopman Lane Elkhorn, WI 53121	
4949 S. 110 th Street Greenfield, WI 53228	
3145 Airport Road La Crosse, WI 54603	
1 Neon Drive Mount Vernon, IL 62864	
401 S. Main Street	

Pardeeville, WI 53954	
315 Marion Avenue South Milwaukee, WI 53172	

Note

Any UPS shipments TO the above locations must be shipped freight collect via the appropriate account number

Any UPS drop shipments on behalf of the above locations must be shipped via 3rd party billing via the appropriate account number.

Additional Instructions

Shipment Frequency

LTL shipments should be consolidated and shipped once per week unless authorized by the buyer. LTL shipments more than once per week will result in a chargeback for all freight expense beyond the first shipment.

Unauthorized Carriers

Shipment via an unauthorized carrier will result in a \$100.00 charge plus full freight charges debited to your account.

C.O.D.

Any shipments arriving C.O.D. will be refused and all charges will be the responsibility of the shipper.

Expedited

Expedited shipments must be specifically authorized by the buyer. Any shipments made without proper authorizations will be debited to the shipper. Expedited shipments include all air shipments or LTL shipments requiring expedited service.

Documentation

Packing lists must accompany all shipments and include part numbers, quantity and purchase order numbers.

Bill of Lading must include – Everbrite’s Purchase Order number and job name (number). All special delivery requirements must be noted on the PO Comments. Mark as “Third Party” in the appropriate area. Third Party Bill To address;

Everbrite
c/o Evans Transportation Services, Inc.
21755 Gateway Road
Brookfield, WI 53045

If shipper is using their own bill of lading to ship freight for which Everbrite is responsible for the charges, shipper must include the following on the bill of lading:

Please inspect immediately. Any damage, shortage/overage must be reported to carrier within 5 calendar days in order to file a claim. Failure to contact carrier in the 5 days allowed could result in monetary loss to you.

Labeling/Marking

All products must be properly packaged and labeled. Everbrite part numbers and Purchase Order numbers must be clearly marked on the outside of the cartons and packaging. If further clarification or exceptions are required, please contact your local Everbrite purchasing professional for proper direction and authorization.

Pallet Limits

Pallet weight limits are 2000 lbs.

Hazardous Materials

Current MSDS Reports are required for all items which are not exempt from the hazardous communications standards (40CFR-240-280)