

## **AutoCar Shipping Policy Effective May/2013**

Unless separate arrangements have been made with an individual supplier, the following constitutes Autocar's shipping policy.

1. Do not ship more often than once a week on your scheduled day unless Autocar has instructed you to do so.
2. Do not ship more than has been ordered. Over shipped parts will be sent back freight collect.
3. Use accurate weights for all shipments as the cost of shipments are calculated on the weight.
4. All shipments **MUST** be palletized unless shipping through UPS small package.
5. One BOL is to be used per shipment not per part number ordered. Autocar will not pay for separate shipments that are on the same truck.
6. Autocar will use more than one freight carrier. Use the carrier you are assigned for all shipments to Autocar unless told to use a different carrier.
7. Carrier's bill detention charges if shipments are not loaded within two hours of the pickup time. These charges will be billed back to the supplier.
8. Shipments can be scheduled or automatic shipments can also be scheduled. If a pick up needs canceled and is not called into the carrier, this charge will be billed back.
9. Autocar's receiving hours are 6:00AM to 2:00PM. All deliveries need to arrive between these hours. Autocar will not accept any charges for early or late arrivals. If a pick up is missed please contact the freight coordinator below.
10. If the entire shipment is 150 LBS or less check UPS ground pricing (with weight and dimensions). Ship UPS ground if the total cost is \$130.00 or less. Ask your Autocar procurement contact or the freight coordinator for the UPS acct #.
11. Violations of this policy will incur \$25.00 fee as well as any cost with such violations.

Your primary freight contact at Autocar is:

Tom Henry

O-765-489-6054

C-765-317-2157

[theny@autocartruck.com](mailto:theny@autocartruck.com)

Carrier contact info is:

Cheeseman

Jason Pooling

567-621-0667

Schedule shipments through [autocar@cheeseman.com](mailto:autocar@cheeseman.com)

800-537-6695

Conway

Candi Mounts

765-962-7012

[Mounts.candace@con-way.com](mailto:Mounts.candace@con-way.com)