



8401 Eagle Creek Parkway
Savage, MN 55378
Phone: 952-808-3640
Fax: 952-808-3650
www.hydraflexinc.com

Greetings Supplier,

Effective immediately, please implement the attached routing guide for all shipments to Hydra-Flex Inc. for which we are responsible for paying freight costs. Please sign and date this cover sheet and return via email to jgerenz@hydraflexinc.com at the soonest opportunity. All previous versions should be discarded.

Signature: _____

Print Name: _____

Title: _____

Date: _____

If prepaid freight terms of any type are offered by your company, please provide terms below and return via email to jgerenz@hydraflexinc.com at the soonest opportunity:

Please feel free to contact me if you have any questions or concerns about this guide.
Thank you in advance for your support!

Best regards,

Jessica Gerenz
Senior Buyer
Direct: 952-808-3640 ext. 9722
Email: jgerenz@hydraflexinc.com

Shipment Routing Guide

This routing guide is intended for use on shipments for which Hydra-Flex Inc. is responsible for paying freight costs.

Small Package Service (all packages under 50 Lbs): UPS Ground Collect on Account# 4X3R90.

Note: Any service faster than ground service we consider an expedite that requires prior approval.

Courier Service: On Time Delivery Service Collect. No account number required. On Time Delivery Service Phone# 952-884-4060.

Note: Any service faster than same day service we consider an expedite that requires prior approval. Dock truck required on all palletized loads.

Truckload/Less Than Truckload: DLS Worldwide Collect (see page 3)

Delivery Address:	Hydra-Flex Inc.
	8401 Eagle Creek Parkway
	Dock 6
	Savage MN 55378
Primary Contact:	Jessica Gerenz
Title:	Senior Buyer
Phone:	952-808-3640 ext. 9722
Email:	jgerenz@hydraflexinc.com
Secondary Contact:	Tyler Fink
Title:	Production Planner
Phone:	952-808-3640 Ext. 9741
Email:	tfink@hydraflexinc.com
Important Notes:	<ul style="list-style-type: none"> ✓ All cartons must be individually labeled with HFI Part Number, Purchase Order Number & Revision Level. ✓ Maximum carton weight not to exceed 45 Lbs. ✓ No Styrofoam packaging peanuts allowed. ✓ On Time Delivery Window: 3 days early/0 days late. ✓ Quantity Allowance: +/- 10% of original order quantity. ✓ Closing Orders Short: If over 10% allowance please notify Buyer via email for approval to close order short.

DLS Worldwide Shipment Routing Guide

Please use this Guide to provide DLS Worldwide with the information required to setup truck shipments on behalf of Hydra-Flex Inc.

The preferred method for setting up shipments is by e-mail to Hydra-flex@launchdls.com **AND** jgerenz@hydraflexinc.com.

Once we receive the shipment information, **DLS will route the shipment and send you a Bill of Lading (BOL) to be used. Note: Do not send or use your own Bill of Lading (BOL) with shipment.**

If you have any questions, please do not hesitate to call DLS Worldwide at 1-800-806-3515.

Required shipment information

- **Shipper's Information**
 - Company Name
 - Complete shipment origin address
 - Primary Contact Name
 - Primary Contact Phone Number
 - Primary Contact E-mail
 - Ready Date and time
 - Close time and dock hours

- **Delivery Information**
 - Ship To Address (always specify Dock #6 if shipping to Hydra-Flex Inc.)
 - Primary Contact Name (typically Jessica Gerenz, Senior Buyer)
 - Phone (Jessica Gerenz Direct # 952-808-3640 ext. 9722)
 - E-mail (Jessica Gerenz at jgerenz@hydraflexinc.com)
 - Hydra-Flex PO#(s)

- **Product Information**
 - Number of handling units (pallets, crates, etc.)
 - Total Shipment Weight
 - Length x Width x Height Unit dimensions for each unit
 - Product description
 - Freight class
 - NMFC#

- **Special Instructions (if applicable)**