



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 lbuhman@hydraflexinc.com or 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 lbuhman@hydraflexinc.com or 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
Purchasing Manager
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: TForce Worldwide Collect (formerly DLS/RR Donnelly, see page 3)

Delivery Address:	Hydra-Flex Inc.
	8401 Eagle Creek Parkway
	Dock 6
	Savage MN 55378
Primary Contact:	Laura Buhman
Title:	Buyer
Phone:	952-808-3640 ext. 9713
Email:	lbuhman@hydraflexinc.com
Secondary Contact:	Jessica Gerenz
Title:	Purchasing Manager
Phone:	952-808-3640 Ext. 9722
Email:	jgerenz@hydraflexinc.com
Important Notes:	<ul style="list-style-type: none"> ✓ All cartons must be individually labeled with HFI Part Number, Quantity, 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 if greater than +/- 10% allowance.

TForce Worldwide (formerly DLS Worldwide) Shipment Routing Guide

Please use this Guide to provide TForce 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** lbuhman@hydraflexinc.com.

Once we receive the shipment information, **TForce 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 TForce 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 Laura Buhman, Buyer)
 - Phone (Laura Buhman Direct # 952-808-3640 ext. 9713)
 - E-mail (Laura Buhman at lbuhman@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)**