

EDWARDS

2700 BELL AVENUE RECEIVING POLICY

- I. **Hours of Operation** – The Receiving Department is operational from 8:00 A.M. until 5:00 P.M. Monday through Friday. Special arrangements can be made for shipment receipt on nights and weekends by appointment.
- II. **Bill of Lading/Packing List** – All LTL and truckload shipments shall be accompanied with a Bill of Lading and Packing List. Local Deliveries or UPS, FedEx, etc. should have a Packing List. All shipments should have the following information included in the shipping documents:
 - Product Part Number & Description
 - Number of Cartons and/or Pallets
 - Gross weight of Shipment (LTL & truckload only)
- III. **Freight Charges** – All material should be shipped prepaid to:

EDWARDS
2700 Bell Avenue
Des Moines, IA 50321

Freight Collect Shipments will be refused.
- IV. **Pallets** – Shipments should be palletized on standard 40” x 48” wooden pallets. 4 way entry pallets are preferred. The material arranged on the pallet should be arranged in uniform interlocking positions and should be securely stretch wrapped or banded. Pallet height should not exceed 50” in height measured from the floor to the top of the pallet and pallet weight should not exceed 2500 pounds. Each pallet should be marked with Product Description, Product Number, and Purchase Order (if applicable) of the project on at least two sides of the pallet. Mixed pallets will not be accepted if pallets are not organized and all containers are not clearly marked with container contents and quantity. Pallets should be stacked with no product overhanging the pallet.
- V. **Cartons** – Cartons should be stacked so that the following markings are visible on the exposed side of each carton:
 - Product Number
 - Product Description
 - Quantity per Carton

A label containing this information should be affixed to two opposite sides of each box. Carton Weight should not exceed 40 pounds and each carton must be sealed. Local and UPS, FedEx, etc. deliveries should have each box marked Box 1 of X (X=total box count) and the packing list should be attached to Box 1 of the shipment. Any shipments not meeting the above outlined criteria may be refused.