



PACKING AND SHIPPING GUIDE

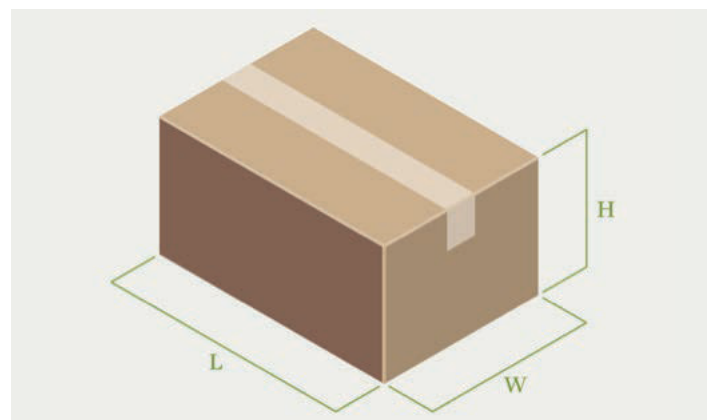
STANDARD BOXES FOR ALMOST EVERY JOB

Standard boxes have been selected to accommodate most all products produced and shipped to clients. The chart shows the type of box and a box ID to easily identify the different boxes. Specific packaging and labeling instructions will be provided for each type of box.

The dimensional weight of each box has been provided as well to show the minimum weight that will apply to each box type. The only time the weight will be higher is if the actual weight exceeds the dimensional weight.

Every box shipped should have a fulfillment charge applied to the client's invoice in Addition to the shipping costs. This fulfillment charge (handling charge) accounts for the cost of the packaging materials and the average time it takes to package the items in that particular box.

Type	ID	Length	Width	Height	Dimension Weight	Suggested Fulfillment Charge
Box	A1	11.25	8.75	4	3	8
Box	A2	11.25	8.75	6	4	8
Box	A3	11.25	8.75	12	8	13
Box	A4	11.25	8.75	14	9	13
Box	C1	12	12	18	16	19
Box	B1	33	18	5	18	19
Box	B2	33	18	8	29	29
Box	B3	33	18	12	43	29
Side Loader	SL1	20	4	20	10	13
Side Loader	SL2	30	3	24	14	19
Side Loader	SL3	38	3	26	18	19
Side Loader	SL4	26	2.5	50	20	29
Side Loader	SL5	36	4	50	44	29
Tall Box	T1	4	4	36	4	8
Tall Box	T2	4	4	48	5	13
Tall Box	T3	6	6	36	8	13
Tall Box	T4	7	7	57	17	19
Pallet		48	40		N/A	100
Crate		Up To 8'x4'x4'			N/A	300



HOW TO CALCULATE THE CUBIC SIZE OF A PACKAGE

Calculate the cubic size of your package in inches by multiplying the height by the length by the width. Round each measurement to the nearest whole inch. The resulting total is the cubic size of your package.

TIP

$$\text{Cubic Size} = L \times W \times H$$

DETERMINE ACTUAL WEIGHT

Use any standard scale to determine the actual weight of your package. Increase any fraction to the next whole pound.

DETERMINE DIMENSIONAL WEIGHT (DOMESTIC)

Divide the cubic size of your package in inches by 166 to determine the dimensional weight in pounds. Increase any fraction to the next whole pound. (Effective December 29, 2014, dimensional weight will be used to calculate the billable weight of all UPS Ground packages.)

TIP

$$\text{Dimensional Weight} = \frac{L \times W \times H}{166}$$

DETERMINE BILLABLE WEIGHT

Compare the package's actual weight to its dimensional weight. The larger of the two weights is the billable weight and should be used to calculate the rate.

For multiple-package shipments, total the billable weight of all packages in the shipment.

HOW TO AVOID A LARGE PACKAGE SURCHARGE

A Large Package Surcharge will be applied to each package when its length plus girth [(2xW) + (2xH)] combined exceeds 130 inches, but does not exceed the maximum size of 165 inches. Packages that exceed the 165 inch limit will need to be shipped via a third party carrier. Large Packages are subject to a minimum billable weight of 90 pounds in addition to the Large Package Surcharge.

TIP

$$\text{A Large Package Surcharge applies if: } 130'' < L + (2 \times W) + (2 \times H) < 165''$$

GIRTH

ADDITIONAL HANDLING CHARGES MAY APPLY

An Additional Handling charge may be applied to the following:

- Any article that is encased in an outside shipping container made of metal or wood.
- Any item, such as a barrel, drum, pail or tire, that is not fully encased in a corrugated cardboard shipping container.
- Any package with the longest side exceeding 60 inches or its second longest side exceeding 30 inches. (e.g., a 48" x 33" x 3" flat pack would incur the additional handling charge, because the second longest side exceeds 30 inches.)
- Any package with an actual weight greater than 70 pounds.