



NORDCO INC. ROUTING GUIDE

MAY 15, 2013

This is the current freight routing guide for Nordco Inc. located at 245 W. Forest Hill Ave., Oak Creek, WI 53154 USA. This document applies only to shipments to this address, and supersedes all previous routing instructions from the Nordco Inc. Oak Creek facility.

- In order to properly process invoices and freight bills, **the Nordco Inc. Purchase Order Number must be clearly marked on the packing slip and all other documents, such as airbills, bills of lading and freight invoices.** This information must also be included with drop shipments.
 - Nordco requires a packing slip with every shipment. Failure to include a packing slip will delay payment.
 - Products returned to Nordco from a customer must include a G.R.F.C. (Goods Returned for Credit) Number clearly marked directly on the carton, and on all the paperwork. This ensures that returned goods are properly processed and credited. The Nordco packing list includes a preprinted label with a space for the GRFC number that can be used on the return shipment.
 - Any administrative, freight, handling or other charges added to the material invoice without the prior approval of the Nordco Shipping Department and supporting notation included on the purchase order will be rejected.
 - Failure to comply with these routing instructions will result in a debit to your account for all unapproved charges. The Nordco Shipping Department must approve any deviations from these instructions.
 - Shipping /Receiving Hours:
 - Monday through Friday
 - Small package: 7:30 a.m. – 5 p.m.
 - Forklift unloading: 7:30 a.m. – 4:30 p.m.
 - Crane unloading: 7:30 a.m. – 2:00 p.m.
- IMPORTANT NOTE: Forklift and crane unloading times are firm.
- For shipments requiring specialized equipment, such as flatbeds, stepdecks, RGN's, etc.: Call Nordco Shipping Department 24 hours prior to scheduled arrival of shipment.
 - Freight billed to Nordco on parts invoices must be approved in advance.
 - For freight shipments to Nordco follow these steps:

Small package shipments under 150 #: UPS **Collect** account 576 784, reference Nordco PO # on reference field 1 or 2.

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LTL - PALLET - shipments, U.S. and Canada: Call FedEx Freight 866-393-4585

Mark all bills of lading 3rd party billing to:

Nordco c/o IPS Worldwide
PO BOX 982262
EL PASO, TX 79998

Intra Wisconsin, direct points only: Verify with carrier that you are shipping from a direct point within 50 miles of Nordco in Oak Creek. Call Jeff's Fast Freight (800) 236-2299

- Broker information:
When IMPORTING to Nordco in Oak Creek, Wisconsin, USA use:

Quality Customs Brokers
4464 S Whitnall Avenue
St Francis, WI 53235
Phone (414) 482-9447 Fax (414) 482-9448 www.QualityBrokers.com

Customs Invoice and NAFTA certificate required on all shipments from Canada.

Direct all Nordco freight inquiries to:

Nordco Inc. Shipping Department
Jay Phillips
Shipping Coordinator
245 W Forest Hill Avenue
Oak Creek, WI 53154
Phone: 414-766-2266
Fax: 414-766-2240

