



**742 PEACHOID ROAD
GAFFNEY, SC 29341
(864) 487-7505 PHONE
(864) 489-9514 FAX**

PACKING/ROUTING/INVOICING REQUIREMENTS

Also available online at www.hamricks.com

Date: August 15, 2009

To: Packing and Shipping Departments
Accounts Receivable
Invoicing Department
Sales Representatives

Effective immediately, please be advised that Hamrick's Inc. has updated the Packing/Routing/Invoicing Requirements. This form succeeds previous Packing/Routing/Invoicing Requirements. Forward a copy to everyone concerned: Sales Representative, Packing & Shipping Departments, Invoicing Departments, Accounts Receivable, etc. Please note that failure to comply with the following requirements will result in a \$25.00 handling charge per store per shipment and/or \$100.00 violation charge and/or excessive freight charges.

Packing & Labeling Requirements

- A. **Pack each store in separate carton.** A consolidated packing slip should be attached to the lead carton of each purchase order. The packing slip must consist of the total number of pieces shipped as well as a breakdown by store by style. **Each carton must contain only one purchase order.**
- B. Mark outside of each carton in large print with the following information or shipment will be refused:
1. Purchase order Number
 2. Store Number and Name
 3. Department Number
- C. The **Shipping label** must be attached to the **shortest side** of each carton. (Do not attach to the top of the carton.) The **packing slip** must be attached to the shortest side of the **lead** carton. The lead carton must be on top of the shipment. SEE DIAGRAM.



- D. The carton size and weight cannot exceed a maximum of 31" long x 27 ½" wide x 24" high - 70 lbs and a minimum of 10" long x 8 ½" wide x 5" high - 2 lbs. The cartons must be made of quality cardboard for convey ability through our system.
- E. No substitutions are allowed (This includes style, size or color).
- F. No Overages are allowed (This includes individual store overages).
- G. In the event of overages, substitutions, orders shipped past cancellation date, or cartons incorrectly packed and/or labeled, the merchandise may be returned to vendor at the vendors expense for freight in and out as well as a handling charge of \$25.00 per store per shipment. **If merchandise is kept per Buyer approval, the handling charge of \$25.00 per store per shipment will stand as well as any additional expenses incurred by Hamrick's.**

Invoicing/Billing Requirements

- A. We must receive a consolidated invoice for each shipment including a breakdown for each store by style.
- B. Each invoice must include merchandise for only one purchase order.
- C. The department number, purchase order number and store numbers involved must be listed on the invoice.
- D. Send all Invoices to:

Hamrick's Inc.
Attn: Accounts Payable
742 Peachoid Road
Gaffney, South Carolina 29341

Return Policy

Hamrick's sells only first quality merchandise. No substitutions are allowed. Any merchandise, which is considered substandard and/or defective in Hamrick's view and discretion, may be returned by Hamrick's at any time up until the expiration of six months from the date of invoice. Said return will be at seller's expense. Hamrick's will deduct the cost of the substandard and/or defective merchandise plus freight expense (both in and out) as well as a handling charge of \$25.00 per store per shipment from outstanding invoices. If there are no outstanding invoices, vendor agrees to pay Hamrick's expenses for the returned merchandise within (30) days of said return. Any substandard and/or defective merchandise which totals less than \$60.00 may be disposed of by Hamrick's and the costs of same shall be deducted from outstanding invoices.

Shipping/Routing Requirements- When charges are to be paid or absorbed by Hamrick's Inc., Shipper must route per our carrier selection listed below **provided all** requirements have been met (refer to section A-F).

Any excessive freight charges incurred by Hamrick's resulting in advertised and/or promotional freight being expedited to meet deadline dates or incorrect shipping will be charged back to vendor as well as any handling charges of \$25.00 per store per shipment and/or \$100.00 violation charge.

- A. **All purchase orders scheduled for shipment within the same week must be consolidated into one shipment on one bill of lading.** Each BOL should contain the following information:
 1. Purchase order number
 2. Number of cartons by PO and total shipment
 3. Weight (including pallets)
 4. Pallets and/or cube
 5. Dept number
 6. National Motor Freight Classification (NMFC) Number and freight class
- B. Combine cartons by purchase order on pallet and shrink-wrap. Multiple purchase orders may be combined on pallets. **Do not palletize by store.**
- C. **When shipping multiple purchase orders, if one is past cancel date, the entire shipment will be refused.**
- D. Shipments made before requested ship date will only be accepted with prior buyer approval. Terms will be taken as of the Po's requested ship date.
- E. Split shipments per purchase order must not exceed 2 (two).
- F. Freight 1 - 99 lbs and 19 cartons or less for **total** shipment, ship **Fed-Ex Ground Collect** to Hamrick's Inc. If freight is **100 lbs or more but less than 4,000 lbs, and does not take more than 4 pallets spaces on the floor**, ship collect using the designated carrier below, **provided the carrier gives direct service. If freight weighs more than 4,000 lbs, or takes up more than 4 pallet spaces on the floor, go to www.hamricks.com, click shipping information, and fill out the Volume Shipment Request (VSR) form. If carrier does not give direct service, contact Chris Bulman @ 864-487-7505 ext. 1383, Email: cbulman@hamricks.com or Jake Hamrick @ (864) 487-7505 ext. 1209, Email: jhamrick@hamricks.com .**

POINTS SHIPPED FROM		SHIP VIA
NORTH CAROLINA	PRIMARY:	HAMRICK'S TRUCK (SEE NOTE BELOW)**
SOUTH CAROLINA		
GEORGIA, VIRGINIA	ALTERNATE:	SOUTHEASTERN (800)-637-7335 OR WWW.SEFL.COM
TENNESSEE		

ALL OTHER POINTS	PRIMARY:	YRC (800)-610-6500 OR WWW.YRC.COM

**HAMRICK'S TRUCK...IF ANY OF THE FOLLOWING HAMRICK'S PLANTS OR STORE LOCATIONS (LISTED BELOW) ARE WITHIN 75 MILES OF YOUR SHIPMENT WAREHOUSE, PLEASE CONTACT CHRIS BULMAN @ (864) 487-7505 EXT 1383 FOR SHIPPING INSTRUCTIONS. SHIPMENT MUST BE READY AT TIME OF PICK-UP OR \$100.00 SERVICE CHARGE WILL BE APPLIED.

SC POINTS:		NC POINTS:		TENN POINTS:
ANDERSON	GAFFNEY	ASHEVILLE	WINSTON SALEM	KINGSPORT
CHARLESTON	GREENVILLE	FAYETTEVILLE		GEORGIA:
COLUMBIA	MYRTLE BEACH	GREENSBORO		FT. OGLETHORPE
FLORENCE	NORTH AUGUSTA	HICKORY		VIRGINIA:
FORT MILL	SPARTANBURG	RALEIGH		ROANOKE

STORE LISTING BY NUMBER

#1	GAFFNEY
#2	FORT MILL
#3	GREENVILLE
#4	NORTH AUGUSTA
#5	WINSTON SALEM
#6	COLUMBIA
#7	GREENSBORO
#8	ASHEVILLE
#10	CHARLESTON
#12	HICKORY
#14	ANDERSON
#15	FLORENCE
#16	FAYETTEVILLE
#18	KINGSPORT
#19	FT. OGLETHORPE
#20	RALEIGH
#21	SPARTANBURG
#24	EAST GREENVILLE
#25	HAMRICK'S KIDS
#26	SOUTH MYRTLE BEACH
#27	ROANOKE
#955	BASIC STOCK
#960	PACK AND HOLD
#977	WHOLESALE
#998	CHEROKEE AVENUE

PLEASE NOTE THAT ALTHOUGH WE HAVE DIFFERENT STORE LOCATIONS ALL MERCHANDISE AND INVOICES SHOULD BE SENT TO:

**HAMRICK'S INC.
742 PEACHOID RD.
GAFFNEY, S.C. 29341**