



ISSUED 2/1/2017

GENERAL ROUTING INSTRUCTIONS

This routing guide must be followed for all shipments for which Gleason Reel is the party responsible for the payment of the freight charges. FAILURE TO COMPLY TO THESE ROUTING INSTRUCTIONS AND APPLY THE PROPER CARRIER ROUTING WILL RESULT IN A CHARGEBACK TO YOUR ACCOUNT OF ALL APPLICABLE FREIGHT COST PLUS A \$50.00 ADMINISTRATION FEE.

HUBBELL, INC.

Transportation/Logistics

GLEASON REEL CORP.

INBOUND/OUTBOUND LTL ROUTING GUIDE - EFFECTIVE FEBRUARY 1, 2017

[Questions regarding this routing guide should be directed to – Cheri Strook \(920\) 387-7324 or email – cstrook@hubbell.com](mailto:cstrook@hubbell.com)

Shipping Instructions - COLLECT TERMS:

Step one - **Reference Mode Selection**

Step two – **Reference Carrier Selection**

Step three - **LTL inbound and outbound tab for carrier selection.**

If designated carrier does NOT service your shipping location as a DIRECT point, see contact information above.

charges, please see contact information above for carrier selection.

Suppliers must obtain a Hubbell Expedite request in writing from the person requesting premium service.

BILL OF LADING: The bill of lading must be given to the driver and at a minimum contain the following information:

Shipping Date

Hubbell Purchase order number (s).

Shipper – complete accurate supplier name and address to include street, city, state and ZIP

Carrier name

Number of shipping units (skids, cartons, etc)

Complete and accurate National Motor Freight commodity description, item number and class.

Signature and date from shipper

Signature and date from carrier.

General Instructions

Consolidate all purchase orders into a single shipment.

Consolidate all shipments to be shipped on a single day to the same destination on a single bill of lading.

Third party or drop shipments must be marked with the following billing information provided on the bill of lading:

Gleason Reel c/o Cass Information Systems, PO Box 17631, St. Louis, MO
63178

DO NOT delcare excess value on any shipment unless authorized by a representative of Hubbell.

COD shipments will not be accepted

Packing list must be affixed to the outside of the containers in an appropriate manner to insure its arrival in legible form.

Gleason Reel Transportation Routing Instructions

I. MODE SELECTION CRITERIA

A. SMALL PARCEL GROUND

1. 1-150 LB.
2. EIGHT CARTONS OR LESS
3. NO SINGLE DIMENSION EXCEEDING 108"
4. LENGTH, WIDTH & GIRTH NOT EXCEEDING 130"
5. TOTAL FREIGHT COST NOT EXCEEDING \$75.00

Note: If any of the above are exceeded see LTL mode criteria.

B. SMALL PARCEL AIR

1. TOTAL SHIPMENT WEIGHT 1-70 LB.
2. NO SINGLE DIMENSION EXCEEDING 119"
3. LENGTH AND GIRTH NOT EXCEEDING 165"
4. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 70 LB.

Note: Dimensional weight is length X width X height = Divided by 194

Note: If any of the above are exceeded see Heavy Weight Air mode criteria.

C. HEAVY WEIGHT AIR

1. TOTAL SHIPMENT WEIGHT GREATER THAN 70 LB. BUT LESS THAN 500 LB.
2. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 500 LB.
3. SHIPMENTS EXCEEDING 1000 LBS - CONTACT Cheri Strook - 920-387-7324 or email cstrook@hubbell.com

Note: Single packages exceeding 70 lb. or 84" in length require that the carrier be notified prior to shipment.

Note: Shipments with destinations 700 miles or less from origin may move as quickly and at lower cost via expedited ground. Contact Cheri Strook - 920-387-7324 or email cstrook@hubbell.com, if necessary.

D. EXPEDITED GROUND

1. TOTAL SHIPMENT WEIGHT EXCEEDS 500 LB.
*Weight factor could vary dependent on distance.
2. EXPEDITED DELIVERY REQUIRED.

E. LESS THAN TRUCKLOAD (LTL)

1. TOTAL SHIPMENT WEIGHTS 150-15,000#.
 - A. LESS THAN EIGHT STANDARD PALLETS
2. SHIPMENT OCCUPIES LESS THAN 20' OF TRAILER SPACE
3. SHIPMENT OCCUPIES 749 CUBIC FEET OR LESS.

Note: If any of the above are exceeded see Truckload mode criteria.

F. TRUCKLOAD

1. TOTAL SHIPMENT WEIGHT 15000 LB. OR GREATER
2. SHIPMENT OCCUPIES MORE THAN 20' OF TRAILER SPACE
3. DENSITY OF COMMODITY SHIPPING IS 4 LB. PCF OR LESS AND OCCUPIES 750 CUBIC FEET OR MORE.

Contact Cheri Strook - 920-387-7324 or email - cstrook@hubbell.com for instructions.

G. INTERNATIONAL

1. ULTIMATE DESTINATION OUTSIDE THE US.

Contact Cheri Strook - 920-387-7324 or email - cstrook@hubbell.com for instructions.

H. RAIL

1. WEIGHT EXCEEDS 40,000.

Contact Cheri Strook - 920-387-7324 or email - cstrook@hubbell.com for instructions.

GLEASON REEL - MAYVILLE, WI - NBOUND LTL ROUTING GUIDE FOR SHIPMENTS WEIGHING BETWEEN 151 AND 15,000 POUNDS. CONTACT HEP TRAFFIC DEPARTMENT AT 920-387-7324 or (email cstrook@hubbell.com) FOR ROUTING INSTRUCTIONS WHEN SHIPMENT IS OVER 15,000# OR MORE THAN 8 PALLETS.

DO NOT USE FED EX EXPRESS OR GROUND FOR ANY COLLECT SMALL PARCEL SHIPMENTS

Small Parcel - Guideline - READ FIRST TAB	ISSUED 2/1/2017
FROM:	8 PALLETS OR LESS
AL	YRC
AR	YRC
AZ	YRC
CA-N	YRC
CA-S	YRC
CO	YRC
CT	YRC
DC	YRC
DE	YRC
FL	YRC
GA	YRC
IA	Dohrn
ID	UPS Freight
IL	Dohrn
IN	Dohrn
KS	USF Holland
KY	USF Holland
LA	YRC
MA	YRC
MD	YRC
ME	YRC
MI	USF Holland
MN	USF Holland
MO	Dohrn
MS	YRC
MT	Midwest Motor
NC	USF Holland
ND	Midwest Motor
NE	Dohrn
NH	YRC
NJ	YRC
NM	YRC
NV	XPO
NY	YRC
OH	USF Holland
OK	YRC
OR	YRC
PA	YRC
RI	YRC
SC	USF Holland
SD	Midwest Motor
TN	USF Holland
TX	XPO
UT	UPS Freight
VA	YRC
VT	YRC
WA	YRC
WI	Dohrn
WV	YRC
WY	XPO
Hawaii	CONTACT C. STROOK
PUERTO RICO	Averitt
All Points Canada	XPO
All Points Mexico	CONTACT C. STROOK