



ISSUED 3/1/2018

## 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 MARCH 1, 2018**

[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.

If expedited service is requested and Gleason Reel is to pay the shipping 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 declare 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](mailto: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](mailto: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](mailto:cstrook@hubbell.com) for instructions.

#### G. INTERNATIONAL

1. ULTIMATE DESTINATION OUTSIDE THE US.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

#### H. RAIL

1. WEIGHT EXCEEDS 40,000.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto: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 FOR ANY COLLECT SMALL PARCEL SHIPMENTS**

<b>Small Parcel - Guideline - READ FIRST TAB</b>	<b>ISSUED 3/1/2018</b>
<b>FROM:</b>	<b>8 PALLETS OR LESS</b>
AL	Estes
AR	YRC
AZ	YRC
CA-N	Estes
CA-S	YRC
CO	YRC
CT	Estes
DC	Estes
DE	Estes
FL	Estes
GA	Estes
IA	Dohrn
ID	UPS Freight
IL	Dohrn
IN	Dohrn
KS	UPS Freight
KY	USF Holland
LA	Estes
MA	Estes
MD	Estes
ME	Estes
MI	USF Holland
MN	Dohrn
MO	Dohrn
MS	Estes
MT	Midwest Motor
NC	USF Holland
ND	Midwest Motor
NE	Dohrn
NH	Estes
NJ	Estes
NM	YRC
NV	YRC
NY	Estes
OH	USF Holland
OK	Estes
OR	YRC
PA	Estes
RI	Estes
SC	USF Holland
SD	Midwest Motor
TN	USF Holland
TX	Estes
UT	UPS Freight
VA	Estes
VT	Estes
WA	YRC
WI	Dohrn
WV	Estes
WY	UPS Freight
<b>Hawaii</b>	CONTACT C. STROOK
<b>PUERTO RICO</b>	Averitt
<b>All Points Canada</b>	XPO
<b>All Points Mexico</b>	CONTACT C. STROOK