



Effective: May 13, 2011

FREIGHT ROUTING & SHIPPING INSTRUCTIONS

- This routing guide is to be used for all shipments of purchase orders where MW Sign & Screen Printing Supply Company (hereafter referred to as *MW SIGN*) is responsible for payment of the freight charges. **MW SIGN WILL NOT PAY ANY FREIGHT CHARGE ADDED TO SUPPLIER INVOICE WITHOUT PRIOR ARRANGEMENTS.** For shipments where your company is responsible for payment of the freight charges, it is requested that you utilize one of MW Sign's preferred carriers. Freight charges to be invoiced to the shipper, requires the shipper to clearly mark on the shipping documents "**Freight Prepaid**" or "**Bill to [shipper's account number]**".
- This guide is to be used for both Non-Hazardous Materials shipments and any shipments containing any Hazardous Materials. Please note the special instructions listed for handling the Hazardous Materials shipments.
- *MW SIGN* will **not** be responsible for freight charges on any airfreight or ground expedited service shipments unless authorized in writing by our purchasing department prior to shipping. If your company is authorized to utilize expedited transportation services, contact Williams & Associates @ (952) 703-5603 for carrier selection.
- **SHIPPING INSTRUCTIONS:**
 1. All shipments with a total weight below 150 pounds are to be shipped via UPS Ground Parcel. For shipments where *MW SIGN* is responsible for the freight charges, please enter the account number provided to you by *MW SIGN* when prompted for the **Bill-to** account number.
 - All UPS Ground Parcel shipments must adhere to UPS Ground Parcel standard dimension and weight limits. If either of these limits is exceeded by the package(s), please refer to number 2 below for the freight carrier instructions.
 2. All shipments of 150 pounds or greater, not to exceed 4,999 pounds, are to be routed via the specified carrier as contained within the matrix on page 3. The number corresponding to the appropriate carrier is listed at the bottom of the page.
 3. All LTL freight shipments are not to exceed 15 linear feet in length. If any individual piece of the shipment (or the total shipment length) exceeds 15 linear feet of trailer space, contact Williams & Associates @ (952) 703-5603 for shipping instructions.
 4. For any shipment of 5,000 pounds or greater, contact Williams & Associates @ (952) 703-5603 for shipping instructions.
 5. **DO NOT** ship an individual freight shipment of 20,000 lbs or greater via any LTL carrier. Please contact Williams & Associates @ 952.703.5603 for assistance. **If the shipping location utilizes an LTL carrier for a shipment of 20,000 lbs or greater without prior written authorization from MW SIGN, your company will be subject to a penalty equal to the total freight invoice charge from the carrier.**
 6. If any carrier selection refuses to transport your freight, or if you experience problems with the carrier retrieving your shipment(s), please contact Williams & Associates @ (952) 703-5603 immediately for corrective action.
- **DOCUMENTATION:**
 1. **Bills of Lading:**
 - a. All shipments via Truckload (TL) or Less-Than-Truckload (LTL) motor carriers must include a completed Bill of Lading.
 - b. When shipping multiple orders via motor carrier to the same consignee address on the same day, consolidate all freight onto a **single** bill of lading.
 - c. For all LTL motor carrier shipments where *MW SIGN* is responsible for payment of the freight charges, include the following address in the "Remit Freight Charges to" or "Bill Freight Charges to" section of the Bill of Lading:

**MW Sign & Screen Printing Supply Company
C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420**
 - d. All LTL motor carrier Bills of Lading must be properly completed, with the correct NMFC number clearly visible for each product shipped. Failure to do so may result in the shipper being charged the excess freight amount incurred. **If the shipper applies the incorrect NMFC number to a shipment which is damaged and causes *MW SIGN* to not receive the correct freight claim settlement from the carrier, the shipper shall be responsible for payment to *MW SIGN* the difference between what was paid by the carrier for the filed claim and what the payment should have been if the product were classed properly.**
 - e. All shipping documents (including but not limited to motor carrier Bills of Lading, UPS Ground Parcel manifest or pickup records, Air-bills, packing slips, or package labels) must include the *MW SIGN* purchase order number(s) and the shipper's reference number.
 - f. Shipments subject to "**Freeze Protection**" from December 1st through April 1st should have such service noted on the Bills of Lading. If this service is not available via the specified carrier, contact Williams & Associates for instructions.

2. **Packing Slips:**

- a. All shipments must include a packing slip.
- b. Packing slips must be placed in an envelope which is securely fastened to the shipment and is **clearly marked**. If shipping via UPS Ground Parcel service, the packing slip should be placed in an envelope and secured to the carton marked “**1 of [total shipment carton count]**”.
- c. Each packing slip must contain the following information:
 - i. The *MW SIGN* P.O. number(s)
 - ii. The quantity shipped for each part number
 - iii. Accurate item description
 - iv. Shipper’s reference number (B.O.L. number, Sales Order number, etc.)

• **HAZARDOUS MATERIALS SHIPMENTS:**

1. As per the special instructions, if the shipment contains 2 or more Hazardous Materials packages, use **only** the designated LTL motor carrier.
 2. All Hazardous Materials shipments **must** adhere to Federal, State or other governing body’s packaging and labeling requirements.
- All LTL motor carrier shipments must be crated, or palletized with adequate stretch-wrap or banding material, to ensure complete shipment delivery.
 - **DO NOT** declare the value of the shipment unless authorized by *MW SIGN*.
 - For **all direct shipments** to a *MW SIGN* customer where *MW SIGN* is responsible for payment of the carrier’s freight invoice, the carrier name and carrier reference number must appear on your product invoice.
 - If your company does not have an LTL motor carrier who handles shipments designated as “**Protect from Freezing**”, contact Williams & Associates from December 1st through April 1st for routing instructions, if carrier instructions have not been previously supplied by *MW SIGN*.
 - Always use the LTL motor carrier selection as listed within the matrix on page 3 of this guide unless this carrier selection is prohibited by special instructions provided by *MW SIGN*. Use of an alternate carrier selection is permitted under these circumstances.
 - If the primary carrier selection refuses to accept the freight shipment, or the selected carrier fails to make the scheduled pickup, contact Williams & Associates for routing options at the earliest opportunity.
 - All UPS Ground Parcel shipments must adhere to the UPS Ground Parcel shipping requirements of weight, and dimensions. If the packages do not meet UPS Ground Parcel published requirements, please use the specified LTL motor carrier selection.
 - All UPS Ground Parcel shipments should have each package clearly marked “[carton #] of [total carton count]”
 - If you have any questions about these routing instructions, contact Williams & Associates @ (952) 703-5603.
 - **This routing guide contains confidential information and is considered property of *MW SIGN*. Unauthorized disclosure of all or any portion of this guide to anyone other than an employee of your company is strictly prohibited.**

MW Sign & Screen Printing Supply Company reserves the right to assess a penalty to your company if any of the instructions listed above are not followed.



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3rd PARTY (DROP SHIP) ORDERS ONLY

		Destination State:																																																					
Origin State:		AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	IA	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY					
AL	1	1	7	7	7	7	7	7	1	1	7	7	7	7	7	7	7	1	7	7	7	7	7	7	1	7	7	1	7	7	7	7	7	7	7	7	1	7	7	7	7	1	7	1	1	7	1	7	7	7	7	7			
AR	1	5	5	7	7	7	7	7	1	1	5	7	1	5	5	7	1	7	7	7	7	7	1	5	5	1	7	1	5	5	7	7	5	7	7	7	7	7	7	1	5	5	5	7	7	7	1	7	7	7	7	7			
AZ	7	5	2	2	2	7	7	7	7	7	7	2	7	7	7	7	7	7	7	7	7	7	7	7	2	7	7	7	7	7	1	2	7	7	7	2	7	7	7	7	7	7	7	2	7	7	2	7	7	2	7	7	2		
CA	8	5	2	1	1	8	8	8	8	8	5	2	8	5	5	5	8	8	8	8	8	8	5	5	8	2	8	5	5	8	8	1	2	8	5	5	1	8	8	8	5	8	5	2	8	8	1	8	8	2	7	7	2		
CO	7	5	2	2	3	7	7	7	7	7	5	2	4	5	5	5	7	7	7	7	1	4	4	7	2	7	5	6	7	7	3	2	7	5	5	1	7	7	7	5	5	5	2	7	7	2	7	7	2	7	7	2			
CT	7	1	7	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7			
DC	7	1	7	7	7	7	1	7	1	1	7	7	7	7	7	7	7	1	7	7	7	7	7	7	1	7	1	7	1	7	7	7	7	7	7	7	1	7	7	7	1	7	1	1	1	7	1	1	7	1	7	7	7	7	
DE	7	1	7	7	7	1	7	1	1	1	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
FL	1	1	7	7	7	7	7	1	1	7	7	7	7	7	7	7	7	1	7	7	7	7	7	7	1	7	1	7	1	7	7	7	7	7	7	7	1	7	7	7	1	7	1	1	1	1	1	1	7	1	1	7	7	7	7
GA	1	1	8	8	8	8	8	1	1	8	8	8	8	8	8	8	1	8	8	8	8	8	8	8	8	8	1	8	8	8	8	8	8	8	8	1	8	8	8	1	8	1	8	1	8	1	8	1	8	8	8	1	8		
IA	7	5	5	7	5	1	7	1	7	7	1	4	4	5	5	5	7	1	1	1	1	4	4	7	4	7	4	1	1	1	7	5	1	5	5	4	1	1	7	4	5	5	4	7	1	4	4	1	4	1	4	1	4		
ID	7	7	2	2	2	7	7	7	7	4	2	4	7	7	7	7	7	7	4	4	7	2	7	4	4	7	2	7	4	4	7	7	1	2	7	7	7	2	7	7	7	4	7	7	2	7	7	2	7	4	7	2			
IL	8	5	5	8	5	1	1	1	8	8	5	4	9	5	5	8	1	1	1	4	4	8	4	8	4	8	5	6	1	1	7	5	1	5	5	4	1	1	8	5	5	5	7	8	1	8	5	8	1	4	9	1	4		
IN	7	5	5	7	5	1	1	1	8	8	5	7	1	5	5	5	7	1	1	1	1	5	5	7	7	8	5	5	1	1	7	5	1	5	5	7	1	1	8	5	5	5	7	8	1	7	1	1	7	1	7				
KS	7	5	5	7	5	1	7	1	7	7	5	7	1	5	5	5	7	1	1	1	1	5	1	7	7	7	5	1	1	1	7	5	1	5	7	7	1	1	7	5	5	5	5	7	7	1	7	1	1	7	1	7			
KY	7	5	5	7	5	1	7	1	7	7	5	7	1	5	5	5	7	1	1	1	1	1	7	7	1	7	7	5	5	1	1	7	5	1	5	5	7	1	1	7	5	5	5	7	7	1	7	1	7	1	7	1	7		
LA	1	1	7	7	7	7	7	1	1	7	7	7	7	7	7	7	7	1	7	7	7	7	7	7	7	1	7	1	7	7	7	7	7	7	7	7	1	7	7	7	1	7	1	7	1	7	1	7	1	7	7	7	7		
MA	1	1	7	7	7	1	1	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
MD	1	1	7	7	7	1	1	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
ME	1	1	7	7	7	1	1	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
MI	7	5	5	8	5	1	1	1	7	7	5	7	1	5	5	5	7	1	1	1	1	5	5	7	7	7	5	5	1	1	8	8	1	5	5	8	1	1	7	5	5	5	8	1	1	8	9	7	8	1	8	9	7	8	
MN	7	5	5	8	5	1	1	1	8	8	5	4	9	5	5	5	7	1	1	1	1	4	4	7	4	8	5	4	1	1	8	8	1	5	5	4	1	1	8	5	5	8	7	1	4	4	7	4	1	4	7	4			
MO	7	1	5	5	6	1	1	1	8	8	5	4	1	5	1	1	7	1	1	1	1	4	1	7	4	8	4	6	1	1	7	5	1	1	5	4	1	1	8	5	5	5	4	1	1	4	1	4	1	4	1	4			
MS	1	1	7	7	7	7	7	1	1	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7		
MT	7	7	2	2	2	7	7	7	7	7	4	2	4	7	7	7	7	7	7	7	7	4	4	7	2	7	4	4	7	7	1	2	7	7	7	4	7	7	7	4	7	7	4	7	7	4	7	4	7	4	7	4	7	4	
NC	1	1	8	8	8	8	8	1	1	8	8	8	8	8	8	8	1	8	8	8	8	8	8	8	1	8	8	8	8	8	8	8	8	8	8	1	8	8	8	1	8	1	8	1	8	1	8	8	8	1	8	8	8	1	8
ND	1	5	5	7	5	1	1	1	1	5	4	4	5	5	5	7	1	1	1	1	4	4	1	4	4	1	4	4	1	1	7	5	1	5	5	4	1	1	5	4	1	1	5	4	5	4	7	1	4	4	1	4	1	4	
NE	7	5	5	5	6	1	7	1	7	7	1	4	6	5	1	5	7	1	1	1	1	4	4	7	4	7	4	6	1	1	7	5	1	5	5	4	1	1	5	4	5	5	4	7	1	4	4	4	1	4	4	1	4		
NH	1	1	7	7	7	1	1	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
NJ	1	1	7	7	7	1	1	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
NM	7	7	1	1	3	7	7	7	7	7	1	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
NV	7	7	2	2	2	7	7	7	7	7	2	7	7	7	7	7	7	7	7	7	7	7	7	7	2	7	7	7	7	7	1	2	7	7	7	7	2	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	2	
NY	7	7	7	7	7	1	7	1	7	7	1	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7		
OH	7	5	5	8	5	1	1	1	8	8	5	7	1	5	5	5	7	1	1	1	1	5	1	7	7	8	5	1	1	1	7	8	1	5	8	8	1	1	1	5	5	7	1	1	5	5	7	1	1	8	1	1	7		
OK	1	5	5	7	5	7	1	7	1	5	7	1	5	5	5	1	7	7	7	1	5	5	1	7	1	5	5	7	1	5	5	7	7	7	7	5	5	7	7	7	1	5	5	5	7	1	7	7	7	7	7	7	7		
OR	8	8	2	2	2	8	8	8	8	8	4	2	4	8	5	5	8	8	8	8	8	8	4	4	8	2	8	4	4	8	8	1	2	8	5	5	2	8	8	8	4	5	5	2	8	8	2	4	8	2	7	7	2		



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INBOUND FREIGHT ROUTING TO MW SIGN & SCREEN FACILITY ONLY

		Destination Facility								
		CA	CO	MN	MO	NE	OR	UT	WA	WI
AL	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	CNWX
AZ	RETL	RETL	VITR	VITR	UPGF	RETL	RETL	RETL	RETL	UPGF
AR	UPGF	VITR	VITR	VITR	VITR	UPGF	UPGF	UPGF	UPGF	UPGF
CA	RETL	CNWX ⁽¹⁾	VITR	VITR	VITR	CNWX ⁽¹⁾	RETL	CNWX ⁽¹⁾	RRTS	
CO	RETL	NEBT	MWME	NEBT	NEBT	CNWX	RETL	RETL	RETL	UPGF
CT	RETL	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
DC	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
DE	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
FL	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF
GA	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS
ID	RETL	RETL	MWME	CNWX	UPGF	RETL	RETL	RETL	RETL	UPGF
IL	RRTS	VITR	MWME	MWME	MWME	RRTS	RRTS	RRTS	RRTS	NMTF
IN	UPGF	VITR	VITR	VITR	VITR	UPGF	UPGF	UPGF	UPGF	CNWX
IA	UPGF	VITR	MWME	MWME	VITR	MWME	MWME	MWME	MWME	MWME
KS	UPGF	VITR	VITR	VITR	VITR	UPGF	UPGF	UPGF	UPGF	CNWX
KY	UPGF	VITR	VITR	VITR	VITR	UPGF	UPGF	UPGF	UPGF	CNWX
LA	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF
ME	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
MD	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
MA	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
MI	RRTS	VITR	VITR	VITR	VITR	RRTS	RRTS	RRTS	RRTS	CNWX
MN	RRTS	VITR	MWME	MWME	MWME	RRTS	RRTS	RRTS	RRTS	NMTF
MS	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF
MO	RRTS	VITR	MWME	MWME	MWME	RRTS	RRTS	RRTS	RRTS	CNWX
MT	RETL	RETL	MWME	MWME	MWME	RETL	RETL	RETL	RETL	MWME
NE	UPGF	NEBT	MWME	NEBT	NEBT	MWME	MWME	MWME	MWME	CNWX
NH	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
NJ	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
NM	RETL	RETL	VITR	VITR	VITR	RETL	RETL	RETL	RETL	UPGF
NY	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
NC	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	UPGF
ND	UPGF	VITR	MWME	MWME	MWME	MWME	MWME	MWME	MWME	MWME
NV	RETL	RETL	VITR	VITR	VITR	RETL	RETL	RETL	RETL	UPGF
OH	RRTS	VITR	VITR	VITR	VITR	RRTS	RRTS	RRTS	RRTS	CNWX
OK	UPGF	VITR	VITR	VITR	VITR	UPGF	UPGF	UPGF	UPGF	UPGF
OR	RETL	RETL	MWME	MWME	MWME	RETL ⁽²⁾	RETL	RETL	RETL	MWME
PA	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
RI	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
SC	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS	RRTS
SD	UPGF	NEBT	MWME	NEBT	NEBT	MWME	MWME	MWME	MWME	CNWX
TN	RRTS	VITR	MWME	MWME	MWME	RRTS	RRTS	RRTS	RRTS	CNWX
TX	RRTS	VITR	VITR	VITR	VITR	RRTS	RRTS	RRTS	RRTS	UPGF
UT	RETL	RETL	UPGF	UPGF	UPGF	RETL	RETL	RETL	RETL	UPGF
VT	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
VA	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
WA	RETL	RETL	MWME	MWME	MWME	RETL	RETL	PENS	PENS	MWME
WV	UPGF	UPGF	CNWX	CNWX	CNWX	UPGF	UPGF	UPGF	UPGF	CNWX
WI	RRTS	VITR ⁽³⁾	MWME	MWME	MWME	RRTS	RRTS	RRTS	RRTS	NMTF
WY	RETL	MWME	MWME	MWME	MWME	RETL	RETL	RETL	RETL	MWME

Origin State:

- ⁽¹⁾ If the origin zip code is between zip codes 93600 - 96199, please route shipments via Reddaway (RETL).
- ⁽²⁾ If the shipment total weight is less than 300 lbs., please route shipment via Peninsula Truck Lines (PENS).
- ⁽³⁾ If the origin zip code is between zip codes 53000 - 53999, please route shipments via Roadrunner Frt. (RRTS).

Conway Freight (CNWX)	800.755.2728	HVH Transportation (HVHT)	800.525.4844	Midwest Motor Express (MWME)	801.223.1880
N&M Transfer (NMTF)	800.236.4463	Nebraska Transport (NEBT)	800.347.6331	Panama Transfer (PANA)	800.489.2088
Peninsula Tr. Lines (PENS)	253.929.2000	Reddaway (RETL)	800.525.4844	Roadrunner Frt. Sys. (RRTS)	800.831.4394
UPS Freight (UPGF)	800.333.7400	Vitran Express (VITR)	800.245.1244		