

# FREIGHT CARRIER FORM

Company Name: \_\_\_\_\_

Please provide your preferred common carrier and account number. If you do not have an account with a common carrier, we can assist you.

**CARRIER:** \_\_\_\_\_ **ACCT#** \_\_\_\_\_

Please provide UPS and/or FedEx account numbers. This will be kept on file and used for small shipments with your authorization.

UPS: \_\_\_\_\_ ACCT# \_\_\_\_\_

FEDEX AIR (Next Day, 2 Day, etc) ACCT# \_\_\_\_\_

FEDEX FREIGHT (Truck): \_\_\_\_\_ ACCT# \_\_\_\_\_

OTHER: \_\_\_\_\_ ACCT# \_\_\_\_\_

In order to serve you better, please provide us with the following:

Are you in a residential area per UPS? Yes \_\_\_ No \_\_\_

Do you have a loading dock? Yes \_\_\_ No \_\_\_

Is inside delivery required? Yes \_\_\_ No \_\_\_

Are there multiple "ship-to" addresses? Yes \_\_\_ \* No \_\_\_

Is a delivery appointment required? Yes \_\_\_ \* No \_\_\_

What are your receiving hours? \_\_\_\_\_

Is Taylor Box ID allowed on labels? Yes \_\_\_ No \_\_\_

\*Please explain (use another page if necessary):

---

---

---

---

---

---

---

---

# TAYLOR BOX COMPANY OUTGOING FREIGHT POLICY

EFFECTIVE MAY 1, 2005

ALL PRODUCT WILL CONTINUE TO BE QUOTED AND ORDERS ACCEPTED BY TAYLOR BOX COMPANY (TBC) AS **FOB WARREN, RI.**

- 1) Each customer will be responsible for the establishment of an account with their “designated carrier(s)”.
  - a) The customer will inform TBC in writing (by letter or fax to: **Office of the Controller** or by email to: [accounting@taylorbox.com](mailto:accounting@taylorbox.com) ) of their “designated carrier”.
  - b) The “designated carrier” and account number will be noted in the customer file and we will use this “designated carrier” until further written notice (by letter or fax to: **Office of the Controller** or by email to: [accounting@taylorbox.com](mailto:accounting@taylorbox.com) ) by the customer.
  - c) We will make every effort to assist in this process. If asked we will:
    - i) Provide a list of our commonly used carriers, their shipping destinations, their phone number, address and sales personnel contact. These lists are not recommendations; rather they are freight companies that we are aware of from our experience. TBC may or may not have an account with them.
    - ii) Assist and guide our customers in obtaining discounts available through TBC’s knowledge of the market and influence in the market. When discussing your freight with a carrier, you should feel free to ask for the same discounts that would be offered to TBC.
- 2) All rate quotes will be negotiated by the customer.
  - a) TBC may supply estimated freight costs to customers on the **Taylor Box Company ~ Estimate of Freight Expense.** This is only an estimate of the approximate cost of shipment and is not an offer of service or formal quotation.
- 3) All freight accounting, invoicing and settlement issues will be between the carrier and the contracting customer.
  - a) TBC will provide copies of documentation, etc. as requested by our customer.
- 4) All disputes with the carrier must be settled with the carrier. This includes but is not limited to:
  - a) All damage in transit from the time the freight carrier signs until it is unloaded at the customer’s designated destination is the responsibility of the carrier.
  - b) Any loss of product in transit is the responsibility of the carrier and our customer must make their claim immediately upon discovery of missing freight. Most carriers require this to happen at the time the shipment is delivered and signed over to the customer or their assign. Credit will not be issued by TBC for any freight lost in shipment.
- 5) If asked, TBC will coordinate with the customer’s “designated carrier” for the pick up of the customer’s order. *Note:* It is the responsibility of the “designated carrier” to arrive at the TBC shipping dock during hours of operation and allow sufficient time for loading.