



**STANDARD ROUTING INSTRUCTIONS FOR ALL LOCATIONS EFFECTIVE 5/18/2009
WHEN SPECIALTY MANUFACTURING IS PAYING THE FREIGHT CHARGES**

IMPORTANT - BILLS OF LADING TO READ:

Shipments to a SMI facility:
"Collect"

Shipments **not** to a SMI facility:
3rd Party Billing To:
Specialty Manufacturing c/o UTS
PO Box 888470
Grand Rapids, MI 49588-8470

GENERAL INSTRUCTIONS

1. These instructions supersede previous routing instructions.
2. In the absence of instructions to the contrary, all items shipped in one day must be consolidated.
3. Unauthorized deviations incurring excessive freight charges will result in a debit to your company.
4. Indicate purchase order number on bill of lading.
5. Premium transportation must be authorized. Please obtain an authorization number from Specialty Manufacturing and include this number on your air bill or bill of lading.
6. Please ship parcel freight on collect basis with FedEx (preferred) or UPS (only if Fed Ex cannot service).
7. If you have any questions about these instructions, please call Universal Traffic Service: 1-888-202-5128.
8. **If you are unable to submit shipments online, please route shipments by phone: 1-888-202-5128.**

METHOD OF SHIPMENT

Shipments weighing 115 lbs. or less
Please ship on collect basis.

All other shipments
(LTL, truckload, air, expedite, etc.)

ROUTE VIA

FedEx ground service
(Contact SMI Purchasing for account number)

Please register at www.myUTS.net and submit shipments online to Universal Traffic Service.

Signed: _____

Robert R. Cloninger, Jr.
Director of Purchasing

Company: _____

Please fax back to (770) 632-0411

