



MAYLINE® – SAFCO® FREIGHT POLICY

FREIGHT

Prepaid on all orders of \$500 Net or more.
Orders less than \$500 Net: \$50 freight charge.

MINIMUM ORDERS

No minimum order requirement, however, all orders must be placed in full carton quantities.

FREIGHT PROGRAM

Mayline—Safco reserves the right to select freight carrier on all free freight shipments. Free Freight includes floor-loaded, dock-to-dock charges only. It does not include call before delivery, inside delivery, palletizing, will-call orders, orders shipped “freight collect”, orders where freight charges are billed to a third party or other special handling. Parcel post or UPS Air available upon request within the United States. Additional charges will apply. For shipments requiring motor freight outside the U.S., Mayline—Safco will ship to an inland point of exit, either to your warehouse or freight agent. Documentation must be provided with the order. The bill of lading will state, “bill all freight charges and direct any correspondence to our customer.”

FREIGHT CLAIMS

Mayline—Safco will be responsible for filing claims, in their name, for damaged or lost freight and sending out replacement orders at no charge under the following conditions:

1. Product is shipped via a Mayline—Safco specified common carrier.
2. Noticeable damage to the carton or product, and/or missing product must be noted on the delivery receipt. Brief descriptions of the damage are also necessary, i.e. “two File Harbor cabinets damaged near top front, and one C-File carton punctured.”
3. All product and packaging must be saved for 30 days to allow carrier to inspect or pick up.
4. The dealer must call Mayline—Safco at 888-971-6225 to report the damage or shortage situation to Customer Care.



For cases of concealed damage, Mayline—Safco will take responsibility for placing the freight claim under the following conditions:

1. Product is shipped via a Mayline—Safco specified common carrier.
2. Damage is reported to the carrier and Mayline—Safco within 7 calendar days of receipt.
3. Replacement orders will be sent.

If the dealer specifies their own carrier, they assume full responsibility for any freight claims. This includes collect and 3rd party billing shipments. Under these circumstances, replacement orders will be sent out at a charge.

Accessorial Charges

Requests for inside delivery and lift gate/tailgate services should be included on original purchase orders and are subject to approval by Mayline—Safco. A \$50 charge for inside delivery and \$50 for lift gate/tailgate will be added to the invoice. Pricing listed only covers shipments below 2000 lbs. Special services requested over 2000 lbs. need to be quoted. Additional charges may apply based on order volume. Contact Customer Care for a quote.

In the event that inside delivery and/or lift gate/tailgate services are unforeseen, but required to complete the delivery, both the dealer and Mayline—Safco must agree to these services and subsequent invoicing by Mayline—Safco of the charges described above.

Inside delivery is defined as when carrier moves all or part of a shipment to a position beyond the point directly accessible or immediately adjacent to the delivery vehicle.

If a consignee is responsible for causing a re-delivery, a \$50 charge will be invoiced.

Other special services will be billed at actual charges, including but not limited to:

- Storage
- Extra Labor
- Driver Assist
- Guaranteed Timekeeper Delivery
- Residential Zoned Delivery
- High Cost/Remote Region Delivery (i.e. New York City)