

# The Diemasters

## Packaging and Shipping Requirements

- Diemasters' Receiving Department is open Monday through Friday from 7:30 AM to 2:30 PM. Shipments arriving outside of these hours are subject to refusal. Contact Shipping or Purchasing for advance authorization if you anticipate your product arriving outside of our standard receiving hours.
- In the event specific packaging instructions are not provided, suppliers are required to ship their product in sturdy containers/packaging as deemed appropriate for the product being shipped. Hand held boxes must weigh 35 lbs. or less.
- Diemasters permits only one part number per skid. Contact Shipping or Purchasing for instructions in advance if you intend on comingling products on a skid.
- All skidded product must be shipped on standard size, two or four-way, class "B", or better grade, skids. All skids must have the tare weight clearly visible.
- If product is shipped in cartons, each needs to be clearly marked, and must include Diemasters purchase order, part number, supplier lot number, and quantity being shipped. Coil and sheet stock must be clearly tagged with the same information, but must also state gross and net weights per skid. As deemed necessary, additional data identification or labeling may be required.
- All bill of ladings for skidded product must include Diemasters purchase order number(s), part number(s), quantity of cartons, gross, and net weights.
- Packing slips must include Diemasters purchase order number(s), part number(s), quantity being shipped, appropriate lot number data and certification(s).

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