



To: Shipping Department/Sales Department

Date: March 6, 2020

Calvert Retail, L.P. has chosen FedEx® as our primary carrier for less-than-truckload (palletized shipments from 300 lbs. to 10,000 lbs.) and small parcels (up to 70 lbs. per piece). **SEND ALL LTL SHIPMENTS VIA FEDEX FREIGHT EXCEPT THOSE THAT ARE PREPAID. Follow Packing Instructions that begin on Page 2.**

Less-than-truckload (LTL) Shipping Requirements

- Shipments > 300 lbs. and/or > 12 cartons
- Use FedEx Freight® Economy
- Indicate **Bill Third Party** on the bill of lading (BOL) when shipping to a Calvert Retail store or the DC
 - Include **account number: 668222285**
 - Include the **billing address:** Calvert Retail, P.O. Box 302, Montchanin, DE 19710
- Enter the PO# in the FedEx Purchase Order # field on the BOL
- Include the packing list with each shipment (attached to the outside of carton or pallet)
- Indicate **Delivery appointment** needed for stores between 10 am and 4 pm in BOL Special Instructions
- Schedule a **FedEx Freight** pickup by calling **866.393.4585**

Small Parcel Shipping Requirements

- Shipments up to 300 lbs. (individual carton up to 70 lbs.) and up to 12 cartons per shipment
- Label each carton as "1 of 5, 2 of 5, 3 of 5, etc."
- Package dimension measures less than 48 inches along its longest side
- Package dimension measures less than 30 inches along its second-longest side
- All shipments must be in cardboard packaging
- Provide store name and address on the shipping label (i.e. Reading China & Glass, Kitchen & Company, or Southern Season)
- Provide vendor name and PO# on the shipping label
- Use FedEx Ground
- Indicate **Bill Third Party**
- Use **Billing Account Number:** 981149734
- Enter the appropriate Company PO Number in the FedEx PO Number field

NOTE: PLEASE FOLLOW PACKING AND DELIVERY INSTRUCTIONS FOR PREPAID FREIGHT ORDERS. DO NOT CONTACT FEDEX FREIGHT FOR PREPAID ORDERS. WE REQUIRE A DELIVERY APPOINTMENT FOR ALL SHIPMENTS. WE RESERVE THE RIGHT TO REFUSE A DELIVERY MADE WITHOUT AN APPOINTMENT. THE VENDOR WILL BE RESPONSIBLE FOR ANY RE-DELIVERY CHARGE.

ANY DEVIATION WILL RESULT IN A DEDUCTION OF THE FREIGHT CHARGE.

Please refer to page 2 for specific shipping instructions. Attached you will also find a list of store locations and contacts.



LESS THAN TRUCKLOAD (LTL) PACKING INSTRUCTIONS

All LTL Shipments

- Palletized with a combined weight over 300 Lbs. (not prepaid freight)
- Follow *packing instructions* only for prepaid freight orders
- Attach shrink-wrap to the bottom of the wood skid and continue upward around the skid
 - Shrink-wrapped a minimum of 3 times including the top cartons
 - Skid should be capped, if possible
- Attach packing list to the outside of the lead pallet.

Direct to Store Orders

- Palletize each store's order separately
- Label each carton for the stores
 - Store name (for example: Reading China & Glass, Kitchen & Company, or Southern Season)
 - Store address
 - Vendor name in the FedEx "Reference" field
 - PO# in the FedEx "PO Number" field
- Create individual BOLs for each store, include this with the packing list in an envelope attached to each store's order
- Label each skid with "Do Not Breakdown Skid"



Cross-Dock Orders

- Ship all “Cross-Dock” orders to the Calvert Retail Distribution Center location #1 in Graham, NC for distribution to other stores.
- Label each pallet with the Calvert Retail Distribution Center address
- Create individual BOLs for each store, include this with the packing list in an envelope attached to each stores order
- Provide only the master bill of lading to FedEx Freight

For Multiple Store Orders on a Pallet

- Pack each store’s orders individually, do not combine different store orders in a single carton
- Label each carton for the individual store
 - Store name c/o Calvert Retail Distribution Center
 - Calvert Retail Distribution Center address
 - Vendor name in the FedEx “Your/Customer Reference” field
 - PO# in the FedEx PO Number field
- Label each carton in the shipment to the store as “1 of 5, 2 of 5, 3 of 5, etc.”
- Create individual BOLs for each store, include this with the packing list in an envelope attached to each store’s lead carton.

For Full pallet Orders for Each Store

- Palletize each store’s order separately
- Packing slip for each store order
- Label each carton for the stores
 - Store name (Reading China & Glass, Kitchen & Company, or Southern Season)
 - Store address
 - Vendor name
 - PO#
- Label each skid with “Do Not Breakdown Skid”

PLEASE NOTE ANY DEVIATION FROM THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK IF ADDITIONAL EXPENSES ARE INCURED IN EITHER SHIPPING COSTS OR ORDER PROCESSING.

SMALL PARCEL SHIPPING INSTRUCTIONS

- Non-palletized shipments
 - Less than 300 lbs. per shipment (individual cartons up to 70 lbs.)
 - Up to a combined length and girth of 84" per carton
 - Up to 12 cartons per shipment
- Follow *packing instructions* only for prepaid freight orders
- Use the fewest number of boxes where possible
- Label each carton "1 of 5, 2 of 5, 3 of 5, etc."
- Ship via FedEx Ground
- Indicate **Bill Third Party**
 - Use Billing Account Number: 981149734
- Avoid Additional Handling Surcharge
 - Ensure package dimension measures less than 48 inches along its longest side
 - Ensure package dimension measures less than 30 inches along its second-longest side
 - Use cardboard packaging for all small shipments
 - Store name (Reading China & Glass, Kitchen & Company, or Southern Season)
 - Store address
 - Vendor name in the FedEx "Your/Customer Reference" field
 - PO# in the FedEx PO Number field

PLEASE NOTE: ANY DEVIATION FROM THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK IF ADDITIONAL EXPENSES ARE INCURED IN EITHER SHIPPING COSTS OR ORDER PROCESSING.



PURCHASE ORDER DATING AND CANCELLATION RULES

Notify the buyer on or before the cancel date, in the event an order will not ship as agreed. All orders shipped after the cancel date will not be accepted.

Purchase Order Dating

Order Date – the date the order is written and submitted to the vendor.

Ship Date – the earliest date that the order can be shipped to our stores.

Cancel Date – the last date that the order can be shipped. Any order not shipped by the cancel date is considered cancelled and will not be accepted.

Calvert Retail, L.P.



Bill To:

Calvert Retail, L.P.
 PO Box 302
 100 W. Rockland Road
 Montchanin, DE 19710
 302-622-8811 (phone)
 302-622-8602 (fax)

Ship To:

<p>Calvert Retail DC - #52 1125 Jay Lane Graham, NC 27253 919-245-1642 (phone) Contact: Receiving Manager</p>	<p>Reading China & Glass - #2 Rockvale Square 35 S. Willowdale Drive, Bldg. 9 Lancaster, PA 17602 717-393-9747 (phone) 717-392-5496 (fax) Contact: Receiving Manager or Store Manager</p>
<p>Kitchen & Company - #7 Henlopen Plaza (Coastal Highway at Dartmouth Drive) 34164 Citizen Drive Lewes, DE 19958 302-644-7749 (phone) 302-644-6718 (fax) Contact: Receiving Manager or Store Manager</p>	