



Southern Aluminum Finishing Company, Inc.

SAF WEST 4356 Caterpillar Rd. Redding, CA 96003 Toll Free 866-660-6627 Fax 530-244-7518

## **Inbound Freight Request Guidelines**

SAF is pleased to be able to arrange pick-up and delivery services for customers requesting toll anodizing of their material. With accurate information and time from our customers we hope to be able to provide competitive freight pricing and make the process from pick-up to delivery simple. The following guidelines have been established to better serve these customers.

- 1) SAF must be notified of pick-up requests via fax or e-mail of a completed Inbound Freight Request Form. This form must be submitted with a full customer purchase order and SAF quotation. Faxed requests can be sent to (530)244-7830. For e-mailed requests please send to [Sales@saf.com](mailto:Sales@saf.com)
- 2) SAF Inbound Freight Request Forms must be filled out as accurately and completely as possible for SAF to be able to provide the most competitive pricing possible.
- 3) For best pricing and scheduling, notifications should be submitted 1 week prior to requested pick-up date. Notifications submitted with less than 5 days notification may have higher rates due to availability of carriers.
- 4) It is the customer's responsibility to supply SAF arranged carriers with a DOT approved Bill of Lading as required by law at the time of pick-up. A copy of the Bill of Lading must be sent to SAF prior to pick up.
  - a. Bill of Lading must include
    - i. Shipper name and address (City, State, Zip Code)
    - ii. Ship to Address

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- iii. Number of packages
- iv. Total weight
- v. Shipping Class or Rate
- vi. Carrier (Information provided by SAF)
- vii. Customer PO # and SAF quote # must be noted on the B/L



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b. Mark Bill of Ladings as Collect billing to:

**Southern Aluminum % CHRLTL 14800 Charlson Rd. Suite 2100  
Eden Prairie, MN 55347**

- 5) It is the customer's responsibility to include packing lists, copy of Customer PO and SAF quote with all inbound shipments.
- 6) Customers are responsible for packaging of their material to prevent damage during shipping. This includes both outer and inner packing of materials.
- 7) Customer is responsible for loading and unloading material at their location.
- 8) Freight Damage. If damage is caused by a carrier SAF has arranged to pick-up or deliver customer material, SAF will facilitate filling the freight claim. Credits received by the carrier will be credited to the customer's account.
- 9) SAF reserves the right to:
  - a. Change pick-up schedules for any reason.
  - b. Refuse any request for pick-up for any reason.
  - c. Refuse any part of full pick-up at the customer's dock that is not properly packaged and could result in damage to your material while in transit.
  - d. Refuse to pick-up at the customer's dock of any material that wasn't included in the inbound request form.
- 10) SAF is not responsible or liable for:
  - a. The number of pieces or parts within each package.
  - b. Any damage or shortage noted on customer Bill of Lading by SAF at the time of delivery at SAF.
  - c. Transit times.