



ROUTING GUIDE

When X-L Machine Co. is paying for the freight cost, these are the routing instructions to follow. Any deviations from routing guide not approved by XL will be re-billed to the shipper.

The X-L Machine Co. Purchase Order Number MUST be included on ALL shipping documents.

Domestic (U.S. Origin) Shipments:

- **Small Package Shipments (1lb to 75lbs per shipment)**
Use UPS, account number 453-597
If UPS is not available, the back up small package carrier is Fed Ex.
Contact Brenda Lewis (see below) for account number
Default service is Ground, unless the Purchase Order states otherwise.
- **LTL Truck Shipments (75lbs to 10,000lbs and under 50% of a 48' trailer)**
Shipping from: All States
Use USF Holland (hollandregional.com)800-289-2863
Specify "freight collect" on your truck bill of lading. No account number is needed.
- For backup, contact Brenda Lewis (contact information below)
- **Large Shipment (10,000lbs or greater or more than 50% of a 48' trailers)**
Or over-sized &/or over-weight shipments requiring special equipment
Such as flatbed trailers): Contact Brenda Lewis, Bob Goetsch or Chris Orłowski.
- **International (foreign origin) Shipments:**
Small Package Shipments (1lb to 75lbs shipments) {1 to 34kg}
Use UPS 453-597
For back up small package carrier use DHL Express and contact Brenda Lewis (see below) for account number.
- **Freight Forwarder Shipments: Air or Ocean (75lbs or greater)**
Email or Fax all international paperwork [commercial invoice and pack slip] to Brenda Lewis or Chris Orłowski (see below)
Contact Brenda Lewis or Chris Orłowski for instructions and assignment of Freight Forwarder/Agent.

Contact information for any/all questions about in the Routing Guide:

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