

Inbound Shipment Procedures

In an effort to control rising transportation costs, it is our intent to make transportation routing an efficient process. Please ensure that all shipments to and on behalf of Cirtronics Corporation follow these transportation guidelines. We value the successful partnership we have and appreciate your cooperation in adhering to these guidelines.

When shipping inbound freight to Cirtronics Corporation, please verify that the ship to address is correct.

Cirtronics Corporation
528 Route 13 South
Milford, NH 03055
603-249-9190

The freight bill of lading and all shipping documents must contain a valid Cirtronics Corporation purchase order number to ensure timely payment. Where possible, multiple PO's should be combined on a single shipment to minimize freight expense. When using Cirtronics' account numbers please do not add additional insurance with the "Declared Value" option. *Failure to comply with the procedures outlined could result in a freight chargeback.*

Parcel Shipments (under 150 lbs)

Send your deliveries to our location using UPS Ground **Collect** billing, charged to Account Number **E04646**. Using UPS Ground Collect means that shipments to our location will be charged directly to us. If a shipment requires expedited service, a Cirtronics buyer will advise prior to shipment. Please contact the applicable buyer if you have any questions about shipment method requirements.

LTL Shipments (over 150 lbs)

Please call Unishippers at (800) 234-9643 for Routing Instructions on shipments over 150 pounds.

Please have the following available when you call:

- Let Unishippers know you're shipping on behalf of Cirtronics (Customer Number U16747046391 if asked)
- Cirtronics PO number (if available)
- Shipment Detail
 - Total weight
 - Pallets
 - Dimensions
 - Type of commodity being shipped
 - Pickup day and time
 - Special pickup instructions (including lift gate required or instructions for the driver).

Unishippers will complete and email back a Bill of Lading with shipping instructions. Once the shipment has been picked up by the specified carrier(s) and a pro number assigned, please email a copy of this bill of lading to Unishippers at platinum.gcs@unishippers.com.