

# Freight and Shipping Policies

## Customer Zones

Zone	Mileage Band
Zone 1	0 to 500 miles from Producing Plant
Zone 2	501 to 1,000 miles from Producing Plant
Zone 3	1,001 to 1,250 miles from Producing Plant
Zone 4	More than 1,250 miles from Producing Plant

Producing Plant for Bufftech Extruded Products is in Buffalo, NY.  
Producing Plant for Bufftech Molded Products is in Orem, UT.

## Zone Charges

Equipment	Percentage of Invoice			
	Zone 1	Zone 2	Zone 3	Zone 4
Truckload	0.50%	0.75%	1.50%	3.00%
LTL	2.00%	3.00%	4.50%	5.75%
Parcel (FedEx)	15.0%	15.0%	15.0%	15.0%

## Freight Surcharges

- Freight surcharges below will be in addition to the zone charges listed above:

Shipments	Order Minimum Guidelines	Freight Surcharge
Multi-Stop Exclusive - Full Truckload	Minimum net invoice value of \$50,000 or fully cubed truck	\$200 per stop
LTL	Net invoice value below \$1,199	\$100
Small Lot - Parcel (FedEx)	Net invoice value less than \$250	\$20
Residential Delivery		\$200
Exports	Containerize Shipment outside continental US and Canada	\$250
I-Beam Flatbed Charge (Bufftech Molded Products)		\$3,500

- Zone classification is determined at the time of shipment, based on title miles of the entire shipment, including all stops.
- Shipment mileage is calculated using PcMiler mileage program.
- The below link can be used to calculate approximate road miles:
  - [http://maps.randmcnally.com/mileage\\_calculator](http://maps.randmcnally.com/mileage_calculator)
- The exact amount of the zone charge will not be available prior to shipment. The charge will be calculated upon shipment and will be available upon invoicing.
- Customer is responsible for paying all accessorial charges and any other special delivery costs, including but not limited to a driver detention fee of \$100 per hour.
- For multi-stop trucks allowed unloading time is three (3) hours per truckload, including all stopovers.
- For single stop trucks, allowed unloading time is two (2) hours.
- CertainTeed reserves the right to select carriers and route truckload shipments in the most effective and efficient manner, in order to ensure the best total delivered quality possible.
- Customer assumes unloading responsibility.
- Shipping 12' walls requires additional shipping charges.

## Transportation Means / Equipment

- All prepaid and “prepaid & add” shipments of goods are CPT (Carriage Paid To) Consignee. All collect shipments of goods (customer pick-ups) are FCA (Free Carrier) Origin.
- The standard equipment is a 48’ flatbed for full truckloads. Curtain side trailers will be used at CertainTeed’s discretion.
- Fork extensions are recommended for all deliveries.
- Fork extensions are required for all LTLX (16’ and longer) deliveries.
- Shipments to Alaska and Hawaii will be shipped to the port in the continental 48 states designated by the customer.
- Customers specifying a carrier whose cost is higher than would be experienced with the carrier of CertainTeed’s choice will be invoiced for the excess freight charges.

## Truckload Exclusive - Full Truckload

- Direct shipments to one location.
- Delivery will be made within an hour of the requested delivery time. If no delivery time is specified, then delivery will be made by the end of the business day. We are unable to guarantee time of delivery.

## Multi-Stop Exclusive - Full Truckload

- Stops will not be pooled with other customer loads, as orders should fully cube or weigh out the truck.
- Maximum of three (3) stops per truck – two (2) stops, plus final destination.
- All stops must be within 100 miles of each other.
- Each stop must meet a \$6,000 net invoice minimum.
- Customers that order multi-stop vans may be required to down-stack products for the next stop to allow for safe and damage-free transportation of the remaining deliveries.

## MiniExpress / JobLot Express - LTL

- The combined net invoice value of all orders for each shipment will be used to determine the total net invoice value.
- The charge will be applied to each stop. For stops with multiple orders, the fee will be applied to one order each stop.
- LTL shipments do not have a guaranteed delivery date or time. However, we are able to provide a guaranteed delivery date for LTL orders for an additional fee.

## Small Lot - Parcel

- Shipped via parcel common carrier (FedEx).
- The standard delivery method is ground service. Requests for expedited service may incur additional charges at the customers’ expense.
- Lead Time – three (3) business days.
- Products considered to be over dimension (i.e. – pre-assembled gates, 16’ products, 5x5x107 post, etc.) will be shipped via LTL. Your Customer Account Specialist will contact you in this situation.
- For air freight shipments, customers will be charged actual cost of transportation in lieu of the normal upcharge.

## Exports

- Exports include all containerized shipments outside the continental U.S. and Canada. Shipments must be fully cubed.
- Standard equipment is a 40' high cube container.
- Inland transportation freight prepaid to the nearest U.S. port.
- Lead Time: 20 business days.
- Other special requirements, rules, and pricing apply. All export accounts must be approved by the VP and GM in advance.

## Customer Pick-Ups (Program limited to fence dealers only)

- Final order specifications must be received by 2:00 p.m. Eastern Time for Bufftech Extruded Products or 2:00 p.m. Mountain Time for Bufftech Molded Products, and will ship on the corresponding day noted in the Order Placement section. Any changes after that time may necessitate rescheduling. Standard lead times apply
- Special products or large orders may require a longer lead time.
- Maximum order quantity is a full truckload.
- Orders not picked up within 48 hours of scheduled pick up date will incur a retention fee of \$100 per day until the order is picked up from the Buffalo or Orem Plant. It is the responsibility of each customer to bring the appropriate equipment to facilitate safe loading and transport of the product.
- Orders not picked up within five (5) business days will be placed back into stock, and a restocking charge may be applied.
- Trucks must have either an ICC bar or the tractor/cab must detach from the trailer.
- Straight trucks/box trucks that do not have a detachable cab must have an ICC bar to be loaded.
- Equipment that does not meet these requirements cannot be safely loaded and will result in the pick up being rescheduled.
- Drivers must wait in designated areas for safety reasons. They may not walk around the plant, warehouse, or Customer Service Department while waiting for their order to be loaded.
- Customer pick-up orders close after 2:00 p.m. Eastern Time for Bufftech Extruded Products orders and 2:00 p.m. Mountain Time for Bufftech Molded Products orders two (2) business days before the pick-up date. The order cannot be cancelled or moved after it closes.
- Failure to pick-up the order on the designated pick-up day will result in cancellation of the order and will be subject to a re-stock fee.
- For safety reasons, all material must remain on the pallets at time of loading.
- There is neither a freight charge nor a freight allowance for orders that are picked-up.
- CertainTeed facilities and grounds are designated as non-smoking, non-tobacco areas.
- Repeated failure to meet these guidelines may disqualify a customer from future participation in the Pick-Up program.
- Trucks must have either an ICC bar or the tractor/cab must detach from the trailer.

## Residential Deliveries

- This includes all less than truckload shipments to residential locations, construction sites, remote locations or requests for a lift-gate.
- The following guidelines must be met in order to avoid the Residential Delivery charge:
  - Location must have a business name.
  - Location must have regular business hours.
  - Location must have unloading equipment (i.e. – forklift) on site.
- In some cases the delivery location may also be considered a residential zone by the carrier which will also necessitate the additional Residential Delivery Fee.
- The cost for a residential delivery is \$200 in addition to stop fees or other applicable charges.
- Residential deliveries should have the appropriate personnel and equipment to unload product.

## Accessorial Charges

- Each customer is responsible for paying all accessorial charges and any other special delivery costs, including but not limited to:
  - Driver detention - \$100 per hour
    - Three hours unloading time allowed per truckload - including all stopovers.
    - Two hours unloading time allowed for a single stop truckload.

## Storage Guidelines

- CertainTeed's standard method of shipment incorporates palletization and wrapping of all products. Palletized shipments:
  - Save the customer time and money by reducing unloading time from hours to minutes.
  - Reduce damages.
  - Facilitate easy stacking of products to conserve space in transit and in your warehouse.
- CertainTeed Fence products are to be protected at all times.
- We recommend that material is protected from direct sources of heat and sunlight.
- All fence, post and rail products are covered by a protective ultraviolet blocking material. Partially depleted units can be stored outside with the wrap replaced and secured.

## Equipment Maximum Allowance

Equipment	Maximum Allowable Weight
48' Flatbed	48,000 lbs.
53' Van	44,000 lbs.
53' Intermodal Container	42,500 lbs.
53' Curtainside	46,000 lbs.
Less Than Truckload	6,000 lbs.

- Due to carrier restrictions on Less Than Truckload shipments, orders exceeding 6,000 lbs. will be split into two separate LTL shipments, with each being assigned a separate ship date. Please contact your Customer Account Specialist for further details.

## Claims and Adjustments

- All shipping discrepancies or damages must be noted on the Bill of Lading at the time of delivery. It is the customer's responsibility to ensure that the following information is properly documented:
  - The product code(s), the number of cartons involved, and whether they were "Damaged," "Short," or "Over."
  - The delivery date and time.
  - A signature from both a customer representative and the driver.
  - Digital pictures are recommended.
- CertainTeed will replace at no charge all products missing or damaged due to CertainTeed or carrier error as long as the information outlined above is forwarded to the Customer Service Department within 48 hours of delivery.
- In cases where a delivery is clearly damaged by the carrier, but is not signed "damaged" by the customer, CertainTeed will send out a charged replacement order.