

INVOICING, PACKING AND LABELING INSTRUCTIONS

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- |    |                       |                |
|----|-----------------------|----------------|
|    | SHIP TO:              | BILL TO:       |
| 1. | WHSE INDICATED        | SINGLE INVOICE |
|    | ON FACE OF ORDER      | 401 COTTAGE    |
|    | ABILENE, KANSAS 67410 |                |
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A. INVOICING

- Bill one invoice for each purchase order. Mail original invoice (no duplicates) with the original signed bill of lading to:  
 Duckwall-Alco Stores, Inc.  
 401 Cottage  
 Abilene, KS 67410
- Invoice must include: purchase order number, carton count, weight, bill of lading number, vendor number and vendor address.
- We reserve the right to cancel all goods not shipped on shipping date specified on this order.

B. BILL OF LADING, CARTON MARKINGS & PACKING SLIP

- The bill of lading must show the proper classification description as stated in the "National Motor Freight Classification" Tariff (NMFC).
- If more than one order is being shipped at one time to one address, you must combine weight on a single bill of lading to effect the best freight rate.
- Show purchase order number(s), item number and department number on each carton and bill of lading.
- A packing slip must be attached on the outside of one (1) carton.

C. ROUTING - See general routing instructions.

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|----|-------------------|-------------------|
|    | SHIP TO:          | BILL TO:          |
| 2. | CONSOL TO         | MULTIPLE INVOICES |
|    | 401 Cottage       | 401 COTTAGE       |
|    | ABILENE, KS 67410 | ABILENE, KS 67410 |
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A. INVOICING CONSOLIDATION SHIPMENTS

- Bill a separate invoice for each store.
- Mail invoices to 401 Cottage, Abilene, KS 67410
- Show purchase order number, department number, store number, carton count, weight, bill of lading number, and vendor number and address on each invoice.
- A packing slip must be attached on the outside of one of the cartons.
- We reserve the right to cancel all goods not shipped on shipping date specified on this order.

B. PACKING AND LABELING INSTRUCTIONS

- Pack each store order individually.
- Mark each carton with:
  - Store number only.
  - Department number.
  - Purchase order number.

DO NOT PLACE STORE ADDRESS ON CARTONS

- A packing slip for each individual store's order must be on the outside of the carton.

C. BILL OF LADING AND MANIFESTING INSTRUCTIONS

- A legible manifest showing: (a) Store No (b) Case numbers (c) Invoice No. (d) Number of cartons and (e) weight per store must accompany any shipment.
- Ship under one bill of lading for each group of orders shipped at the same time.
- Mail (1) one copy of the manifest with the original bill of lading to:  
 Duckwall-Alco Traffic Department, 401 Cottage, Abilene, KS 67410  
 This mailing must be received before invoices will be processed for payment.

D. ROUTING - SEE GENERAL ROUTING INSTRUCTIONS

**GENERAL ROUTING INSTRUCTIONS**

Each purchase order will have a specific routing in the routing section of the purchase order. If routing is erroneously omitted or impractical, you must call the Duckwall-Alco Traffic Department for instructions 785-263-3350 ext. 225 or 310.

A. IF A COMMON CARRIER IS SHOWN, PLEASE USE THAT CARRIER

- Less than trailerload (L-T-L) deliveries accepted from: Yellow Freight or Price Truck Line only.
- Delivery of L-T-L freight by any other carrier will result in a \$50.00 chargeback to your company.

B. IF A PHONE NUMBER IS SHOWN IN THE ROUTING SECTION. PLEASE CALL 48 HOURS PRIOR TO SHIPMENT BEING READY FOR PICKUP. We will pick up with a Duckwall-Alco Contract Carrier. You must give the following information when the call is made:

- Purchase order number(s).
- Number of cases for each order.
- Total weight and cube of each order.
- The date shipment will be ready for pick-up.