



## GENERAL ROUTING INSTRUCTIONS

**This routing guide must be followed for all shipments for which Gleason Reel is the party responsible for the payment of the freight charges. FAILURE TO COMPLY TO THESE ROUTING INSTRUCTIONS AND APPLY THE PROPER CARRIER ROUTING WILL RESULT IN A CHARGEBACK TO YOUR ACCOUNT OF ALL APPLICABLE FREIGHT COST PLUS A \$50.00 ADMINISTRATION FEE.**

**HUBBELL, INC.**  
**Transportation/Logistics**  
**GLEASON REEL CORP.**

**INBOUND/OUTBOUND LTL ROUTING GUIDE - EFFECTIVE FEBRUARY 1, 2011**

[Questions regarding this routing guide should be directed to – Cheri Strook \(920\) 387-7324 or email – cstrook@hubbell.com](mailto:cstrook@hubbell.com)

### **Shipping Instructions - COLLECT TERMS:**

Step one - **Reference Mode Selection**

Step two – **Reference Carrier Selection**

Step three - **LTL inbound and outbound tab for carrier selection.**

If designated carrier does NOT service your shipping location as a DIRECT point, see contact information above.

If expedited service is requested and Gleason Reel is to pay the shipping charges, please see contact information above for carrier selection. Suppliers must obtain a Hubbell Expedite request in writing from the person requesting premium service.

**BILL OF LADING:** The bill of lading must be given to the driver and at a minimum contain the following information:

Shipping Date

Hubbell Purchase order number (s).

Shipper – complete accurate supplier name and address to include street, city, state and ZIP

Carrier name

Number of shipping units ( skids, cartons, etc)

Complete and accurate National Motor Freight commodity description, item number and class.

Signature and date from shipper

Signature and date from carrier.

### **General Instructions**

Consolidate all purchase orders into a single shipment.

Consolidate all shipments to be shipped on a single day to the same destination on a single bill of lading.

Third party or drop shipments must be marked with the following billing information provided on the bill of lading:

Gleason Reel c/o Cass Information Systems, PO Box 17631, St. Louis, MO 63178

DO NOT declare excess value on any shipment unless authorized by a representative of Hubbell.

COD shipments will not be accepted

Packing list must be affixed to the outside of the containers in an appropriate manner to insure its arrival in legible form.

**Read First**  
**Gleason Reel**  
**Transportation Routing Instructions**

**I. MODE SELECTION CRITERIA**

**A. SMALL PARCEL GROUND**

1. 1-150 LB.
2. EIGHT CARTONS OR LESS
3. NO SINGLE DIMENSION EXCEEDING 108"
4. LENGTH, WIDTH & GIRTH NOT EXCEEDING 130"
5. TOTAL FREIGHT COST NOT EXCEEDING \$50.00

Note: If any of the above are exceeded see LTL mode criteria.

**B. SMALL PARCEL AIR**

1. TOTAL SHIPMENT WEIGHT 1-70 LB.
2. NO SINGLE DIMENSION EXCEEDING 119"
3. LENGTH AND GIRTH NOT EXCEEDING 165"
4. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 70 LB.

Note: Dimensional weight is length X width X height = Divided by 194

Note: If any of the above are exceeded see Heavy Weight Air mode criteria.

**C. HEAVY WEIGHT AIR**

1. TOTAL SHIPMENT WEIGHT GREATER THAN 70 LB. BUT LESS THAN 500 LB.
2. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 500 LB.
3. SHIPMENTS EXCEEDING 1000 LBS - CONTACT Cheri Strook - 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)

Note: Single packages exceeding 70 lb. or 84" in length require that the carrier be notified prior to shipment.

Note: Shipments with destinations 700 miles or less from origin may move as quickly and at lower cost via expedited ground. Contact Cheri Strook - 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com), if necessary.

**D. EXPEDITED GROUND**

1. TOTAL SHIPMENT WEIGHT EXCEEDS 500 LB.  
\*Weight factor could vary dependent on distance.
2. EXPEDITED DELIVERY REQUIRED.

**E. LESS THAN TRUCKLOAD (LTL)**

1. TOTAL SHIPMENT WEIGHTS 150-15,000#.
  - A. LESS THAN EIGHT STANDARD PALLETS
2. SHIPMENT OCCUPIES LESS THAN 20' OF TRAILER SPACE
3. SHIPMENT OCCUPIES 749 CUBIC FEET OR LESS.

Note: If any of the above are exceeded see Truckload mode criteria.

**F. TRUCKLOAD**

1. TOTAL SHIPMENT WEIGHT 15000 LB. OR GREATER
2. SHIPMENT OCCUPIES MORE THAN 20' OF TRAILER SPACE
3. DENSITY OF COMMODITY SHIPPING IS 4 LB. PCF OR LESS AND OCCUPIES 750 CUBIC FEET OR MORE.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

**G. INTERNATIONAL**

1. ULTIMATE DESTINATION OUTSIDE THE US.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

**H. RAIL**

1. WEIGHT EXCEEDS 40,000.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

# Read Second Transportation Routing Instructions

*The following list of carriers must be used when Gleason Reel is responsible for the payment of freight charges*

## I. **Approved Carrier by Mode:**

- a. **Small Parcel Ground**
  - 1. UPS (WHEN COLLECT - SEE PO FOR UPS ACCOUNT NUMBER)
- b. **Small Parcel Air**
  - 1. UPS (WHEN COLLECT - SEE PO FOR UPS ACCOUNT NUMBER)
- c. **Heavy Weight Air (MUST BE AUTHORIZED BY GLEASON REEL)**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell-gleason.com](mailto:cstrook@hubbell-gleason.com)
- d. **Expedited Ground (MUST BE AUTHORIZED BY GLEASON REEL)**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell-gleason.com](mailto:cstrook@hubbell-gleason.com)
- e. **Less Than Truckload (LTL)**
  - 1. PLEASE REFER TO INBOUND AND OUTBOUND routing instructions for your location
- f. **Truckload (van equipment)**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell-gleason.com](mailto:cstrook@hubbell-gleason.com)
- g. **Truckload (flatbed equipment)**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell-gleason.com](mailto:cstrook@hubbell-gleason.com)
- h. **International**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- i. **Rail**  
Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)

If you are uncertain about these instructions for any given situation please contact Cheri Strook (HEP Transportation Manager) @ 920-387-7324 **PRIOR TO SHIPMENT**.

Do not enter into any agreements or agree to tender any material to a non-approved carrier.

Any inquiries or solicitations for transportation related matters should be directed to Cheri Strook.

**INBOUND LTL ROUTING GUIDE FOR SHIPMENTS WEIGHING BETWEEN 151 AND 15,000 POUNDS. CONTACT HEP TRAFFIC DEPARTMENT AT 920-387-7324 or (email cstrook@hubbell.com) FOR ROUTING INSTRUCTIONS WHEN SHIPMENT IS OVER 15,000# OR 8 PALLETS.**

Small Parcel - Guideline - READ FIRST TAB	ISSUED 2/1/2011	
FROM:	8 PALLETS OR LESS	500# & Under
Alabama	ESTES	CONWAY
Arizona	UPS FRT	CONWAY
Arkansas	ESTES	CONWAY
California	UPS FRT	CONWAY
Colorado	UPS FRT	CONWAY
Connecticut	ESTES	CONWAY
Delaware	ESTES	CONWAY
Florida	ESTES	CONWAY
Georgia	ESTES	CONWAY
Idaho	UPS FRT	CONWAY
Illinois	DOHRN	DOHRN
Indiana	DOHRN	DOHRN
Iowa	DOHRN	DOHRN
Kansas	HOLLAND	HOLLAND
Kentucky	HOLLAND	HOLLAND
Louisiana	ESTES	CONWAY
Maine	ESTES	CONWAY
Maryland	ESTES	CONWAY
Massachusetts	ESTES	CONWAY
Michigan	HOLLAND	HOLLAND
Minnesota	HOLLAND	HOLLAND
Mississippi	ESTES	CONWAY
Missouri	DOHRN	DOHRN
Montana	UPS FRT	CONWAY
Nebraska	DOHRN	DOHRN
Nevada	UPS FRT	CONWAY
New Hampshire	ESTES	CONWAY
New Jersey	ESTES	CONWAY
New Mexico	UPS FRT	CONWAY
New York	ESTES	CONWAY
North Carolina	HOLLAND	HOLLAND
North Dakota	VITRAN	VITRAN
Ohio	HOLLAND	HOLLAND
Oklahoma	UPS FRT	CONWAY
Oregon	UPS FRT	CONWAY
Pennsylvania	ESTES	CONWAY
Rhode Island	ESTES	CONWAY
South Carolina	HOLLAND	CONWAY
South Dakota	VITRAN	VITRAN
Tennessee	HOLLAND	HOLLAND
Texas	ESTES	CONWAY
Utah	UPS FRT	CONWAY
Vermont	ESTES	CONWAY
Virginia	ESTES	CONWAY
Washington	UPS FRT	CONWAY
West Virginia	ESTES	CONWAY
Wisconsin	DOHRN	DOHRN
Wyoming	UPS FRT	CONWAY
Alaska	UPS FRT	
Hawaii	UPS FRT	
PUERTO RICO	UPS FRT	
All Points Canada	UPS FRT	
All Points Mexico	CONTACT C. STROOK	