

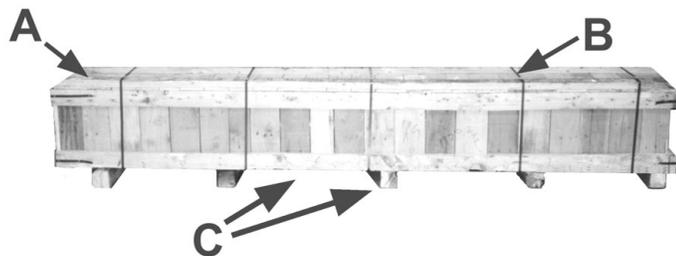
# Incoming Freight Policy

## Important Notes:

- To help prevent loss during shipping, please attach a copy of your packing slip to the part itself, as well as the outside of the box.
- SFP will hold parts sent in for inspection for a maximum period of six (6) months, after which the parts will be scrapped at our warehouse (unless prior arrangements have been made).
- Parts to be returned to you will be shipped freight collect.
- All incoming parts for rebuilding, repairs, etc. must be shipped to SFP "**Freight Prepaid**" in a strong, reusable container (see examples below). The Bill-of-Lading should be marked: MACHINERY PARTS, STEEL, CLASS 85, FREIGHT PREPAID. Smaller items weighing 70 pounds or less should be shipped via UPS Prepaid. In the event that items are received "Freight Collect", our Receiving Department must obtain approval prior to accepting the shipment. If the shipment is accepted, you will be billed for the freight plus a \$35.00 Processing Fee. SFP reserves the right to refuse the shipment. Terms for Freight Charges: Net 10 Days. A copy of the original freight bill will be sent with the invoice.
- If parts are received in a non-reusable container, SFP will build a crate to return the repaired parts, and the customer will be billed for the cost of the crate.

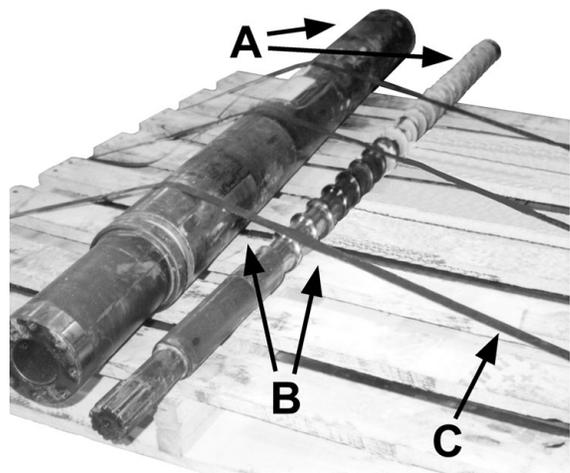
## Examples of Packaging

### Preferred



- A. Strong, reusable wood crate.
- B. Double secured with nails and banding.
- C. Built for moving with a fork truck.

### Not Advised



- A. Parts hanging unsupported over edge of skid; potential damage.
- B. No supports to prevent parts from rolling into each other; potential damage.
- C. Banding not strong enough to hold parts immobile; potential loss of parts.