



To: All Vendors

From: Jacob Brown, Purchasing Department, Collins Machine Works

Subj: Shipments to Collins Machine Works (vendors only)

All concerned,

Regarding product delivery and other shipments to Collins Machine Works please note the following:

1. All shipments should be shipped Pre-Pay and Add (PP&A) and “Best-way” unless otherwise communicated by CMW personnel. Please include all freight charges on your invoice as a separate line item.
2. CMW UPS account number should not be used for shipping unless previously arranged with CMW personnel.
3. The following shipping companies are preferred:

Small pack – UPS

LTL Freight – Saia Motor Carriers & UPS Freight

Flatbed / Truckload – Landstar

If your company does not have an account with preferred shipping terms with one of these companies, please ship freight “Best-way” via your preferred carrier.

4. Oversized loads should call in advance of delivery to ensure crane service is available.

Best Regards,

Jacob Brown

Purchasing Department

Collins Machine Works