

Shipment “Best Practices” **Bill of Lading Preparation**

1) NMFC – Use the correct National Motor Freight Classification Item #’s and **Freight Class**. If in doubt, we can help you determine the most appropriately indexed NMFC. Invaluable for accurate Freight Bill rating.

Example:

Insulation or Insulating Material, Item# 103300-03, Class-200, 3 but less than 6 PCF

2) Dimensions – State pounds per cubic feet (see PCF above) when shipping density rated commodities. Important when a commodity has multiple density and class tiers.

3) Piece Counts – State the “piece count” quantity that reflects the number of individual packages being shipped (especially if shipments are on skids). This practice will reduce your chances of having a less than favorable “shortage” claim. **NOTE:** Be wary of the carrier driver that attempts to “sign” for “skid counts”, STC (said to contain), SLC (shipper load & count).

Example:

100 ctns. on 3 skids – preferred... versus 3 skids, STC 100 ctns. – not acceptable

4) Section 7 – When shipping *Outbound Collect* to your customer... be sure to sign this section of the Bill of Lading. As the shipper, you can become indemnified from paying any charges in the event the consignee does not pay the carrier for this *Collect* shipment.

Receiving “Best Practices” **Check list for your Dock Deliveries**

1) Count Pieces – Verify that the quantity of pieces delivered matches the quantity listed on the **Delivery Receipt**. Note any shortages (be specific with stock #’s or case #’s) on all copies of the Delivery Receipt.

2) Check For Damage – Look for visible damage and note any damages (be specific with stock #’s and quantity) on all copies of the Delivery Receipt.

3) Notify the Carrier – Report any damages or shortages to the carrier’s customer service/terminal manager. Request an inspection and initiate a claim. Keep packaging and damaged items. Document the claim with pictures as necessary.