



May Technology & Mfg. Routing Guide

Small Package and Freight Routing Procedures

Failure to comply with these procedures will incur a \$100 non-compliance fee plus a freight charge-back. Please contact May Technology & Mfg. buyer listed on the PO with any questions.

While preparing shipments, please consolidate items so the most economical freight method and rate is attained. Package in order to protect contents from any potential freight damage/loss during transit.

Small Package:

When the total shipments for the day weigh less than 125 lbs. total and the longest dimension is equal to or less than 108 inches, ship via UPS account X66307. Otherwise ship via Truck Freight Routing instructions below. If the PO does not specify the service level, ship via Ground.

- All shipments require the **May Technology & Mfg. P.O. #** entered in **Reference Field #2** through UPS.
- All shipments require **package dimensions** to be entered through UPS.
- Please **do NOT** enter a **Declare Value** of the shipment through UPS unless specifically noted on the May Technology & Mfg. Purchase Order

Truck Freight Routing: LTL, TL, Expedited Couriers:

When the shipment is over 125 lbs. or the longest dimension is over 108 inches, secure boxes to a skid or place inside a crate to protect the shipment.

- Email mtm.shipping@mayinc.com providing:
 - May Technology & Mfg.'s P.O. #
 - Weight
 - Shipment dimensions.
 - Shipping Address
 - Make note if a TL carrier is required.
- **May Technology & Mfg.** will complete and return the Bill of Lading via email with the required shipping instructions and the estimated pick-up time.

Thank you for your continued cooperation and support.
May Technology & Mfg.