



MAPLE
LOGISTICS SOLUTIONS

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PA CENTERS: LEBANON • MOUNT JOY • YORK
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CARTONING, SHIPPING AND PALLETIZING SPECIFICATIONS

Please follow these specifications when supplying shipments designated for fulfillment at a distribution center of Maple Logistics Solutions.

- ▶ Pack in cartons equivalent to or exceeding 275# test single wall construction.
- ▶ Pack cartons to maximum cubic capacity using a void fill material other than foam peanuts, such as paper, cardboard, air pillows, or bubble wrap. Do not exceed 45 pounds per carton.
- ▶ Maintain a consistent number of units per carton for any individual product, both for the original order and any future production runs. One clearly marked partial carton per product per shipment is permitted.
- ▶ Pack only one product type per carton. Label each carton on one end and one side with the required information per industry standards. Please refer to the Carton Label Specifications page for details; a complete set of these requirements for package labeling is also available upon request.
- ▶ Stack cartons on 40" x 48" double-face pallets (open the 40" way). Pallets must be in good condition; no skids permitted. Cartons should not overhang the pallet. Stretchwrap each pallet, and ensure pallet height does not exceed 52" from the floor.
- ▶ Include a packing list with all shipments, in addition to a Bill of Lading for any truck shipments.
- ▶ Be sure to clearly mark all non-truck shipments (UPS, FedEx, USPS, etc.) as "New Receipts."
- ▶ Provide a 24-hour advance notification for all bed-loaded overseas container deliveries, and note that trucks must arrive before 12:00 noon to ensure adequate unloading time.
- ▶ Schedule the shipment to arrive at the receiving dock at the proper Maple Logistics Solutions center between 8:00 a.m. and 3:30 p.m. EST, Monday through Friday. (Note that the York facility's receiving hours are 7:00 a.m. through 1:30 p.m. EST on Fridays.) Shipments arriving other than these times may be refused. Reference these addresses for shipments to the distribution centers of Maple Logistics Solutions:
 - Lebanon Distribution Center – 704 Legionaire Drive, Fredericksburg, PA 17026
 - Mount Joy Distribution Center – 1000 Strickler Road, Mount Joy, PA 17552
 - York Distribution Center – 60 Grumbacher Road, York, PA 17406
- ▶ Please note that non-compliance with these specifications, including carton labeling, may result in additional handling charges.

[2/19]