



PHONE (717) 764-4596 • FAX (717) 764-4494
PA CENTERS: LEBANON • MOUNT JOY • YORK
WWW.MAPLELOGISTICSSOLUTIONS.COM

RECEIVING SPECIFICATIONS

Please follow these specifications when supplying shipments designated for fulfillment at a distribution center of Maple Logistics Solutions. Failure to do so will result in surcharges.

- ▶ Pack in cartons that have an ECT (Edge Crush Test) of 32 or are made of a minimum of 200 lbs. test 'C' flute. If ECT 32 is used, it must have the same side impact protection as the 'C' flute carton.
- ▶ 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 40 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. Only one clearly marked partial carton per SKU per shipment is permitted.
- ▶ Pack only one SKU 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" quality pallets (open the 40" way). Only Grade #1 pallets will be accepted. Stretch wrap each pallet and ensure pallet height does not exceed 52" from the floor. Overhang of cartons or product is not allowed.
- ▶ Pallets must be storage worthy. Pallets must be in good condition and made of wood, not heavy plastic, pressboard, or cardboard; no skids permitted. Weak (broken or thin) pallets pose a serious safety risk.
- ▶ Include a packing list with all shipments, in addition to a Bill of Lading for any truck shipments.
- ▶ Schedule an appointment 24 hours in advance for all bed-loaded container deliveries. 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 locations 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, will result in additional handling charges.

**MAPLE LOGISTICS CUSTOMER SERVICE: LEBANON (717) 865-7600 • MT JOY (717) 653-5483 • YORK (717) 764-4596
CUSTOMIZED SUPPLY CHAIN MANAGEMENT SERVICES FOR B2B, B2C, AND E-COMMERCE CLIENTS IN MULTIPLE MARKETS**