



MOVE-IN SPECIFICATIONS

Please follow these specifications when preparing your inventory transfer to a Maple Logistics Solutions center. This preparation will allow us to improve the speed of your move into our facilities, help prevent unnecessary handling fees, plus lower your long-term cost of product fulfillment.

- ▶ Prior to transferring your existing inventory to us, please e-mail us an Excel spreadsheet listing all individual product names and identifying information. Printed matter should include titles, authors, and ISBNs. If possible, accompany this listing with a ranking analysis showing the history of shipments over the prior six-month period in rank order.
- ▶ Pack products in cartons equivalent to or exceeding 275# test single-wall construction.
- ▶ Pack the cartons tightly to minimize product damage. Acceptable fill material includes paper, cardboard, air pillows or bubble wrap. (Please do not use foam peanuts.) All partial cartons containing a quantity which varies from the manufacturer's standard carton must be clearly marked so it can be received and inventoried properly. Maximum carton weight is 45 pounds.
- ▶ Pack only one product type or title per carton. For printed matter, label the cartons as noted on the separate Carton Label Specifications sheet. Carton labels for all products must contain appropriate barcodes to specifically describe the contents.
- ▶ Stack the cartons on 48" x 40" pallets (open the 40" way). Pallets must be in good condition. Skids are not permitted. Cartons should not overhang the edge of the pallet. Please stretchwrap each pallet, ensuring that the pallet height does not exceed 52" from the floor.
- ▶ Include a packing list with all shipments. Designate the contents as per individual pallet, with pallets numbered sequentially. For truck shipments, include a Bill of Lading with details on each manifest. (Ex: Truck #3, Pallets 9-15)
- ▶ All move-in inventory is expected to arrive in good condition. Any items received that require additional work such as re-palletizing, re-cartoning, reconditioning, extensive cleaning or inspection will be charged at the miscellaneous hourly labor rate as listed on the price schedule to correct the issues.
- ▶ Please let us assist you with your inventory transfer, as we have procedures in place to minimize the disruption to your shipments. After we establish a switchover inventory, we will want to limit the number of bulk transfer trucks arriving at a Maple Logistics Solutions facility to no more than two per day. Depending on your circumstances, we can make alternative arrangements.
- ▶ Schedule the shipments to arrive at a Maple Logistics Solutions dock between 8:00 a.m. and 3:30 p.m. EST, Monday through Friday. Please ensure your carrier knows that shipments arriving after these hours may be refused. Special deliveries that need to occur outside of normally scheduled receiving times must be preapproved by the proper center manager.

Lebanon Distribution Center – 704 Legionaire Drive, Fredericksburg, Pennsylvania 17026

Mount Joy Distribution Center – 1000 Strickler Road, Mount Joy, Pennsylvania 17552

- ▶ Please provide 24-hour advance notification for all bed-loaded overseas container deliveries. Trucks must arrive before 12:00 noon to ensure adequate unloading time.
- ▶ All Maple Logistics Solutions pricing is based on the file transmission of orders. Please be sure to follow our electronic formatting requirements for a smooth transition. If you need help making sure that the file formats are compatible with ours, please let us know. Additional charges may be applicable if orders are not received electronically and in the correct format.

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