



RECEIVING GUIDELINES

1. SWD does not accept Collect on Delivery shipments.
2. Packing list must accompany all shipments and shall be attached to the carton exterior in shipping envelopes. Packing slip should include
 - SWF item number
 - Quantity
 - Purchase Order number
 - All miscellaneous purchase orders must have a name and or dept of where it should be delivered.
3. All cartons must have SWF item number, quantity and purchase order number on every carton. Partial cartons must be marked as such and placed on the top of a skid.
4. Container seals must be intact.
5. Skidded product must not exceed 45' high including skid.
6. Cartons shall not extend more than 3" over on any side of the skid.
7. Product must be entirely supported by skid (i.e. 16' product must be on a 16' skid).
8. Live loads and unloads are available only in Groveport, OH and Montgomery, PA. They should be scheduled in advance.
9. Product must be shrink-wrapped or banded to skid. If banded; banding must be plastic or nylon, not metal.
10. Mixed cartons on skids must be marked as such.
11. The use of pallets that are oversized or have no bottom cross boards is not acceptable.

We do not drive our forklifts on straight trucks or flatbed trailers they may be unloaded with pallet jack. Please inform your delivery drivers that all trucks backed into our receiving docks will have their wheels chocked or dock lock set. The driver is to stay inside while trailer is being unloaded.

