

## Before shipping your goods with ATTS...

Please take a few important steps before your driver arrives for pickup in order to provide a smooth transfer:

### 1. Prepare your packaging

Secure packaging helps ensure trouble-free shipping. All goods should be protected with proper packaging in compliance with the NMFC. When loading pallets, please make sure to follow the ideas below.

Proper packaging is a must.

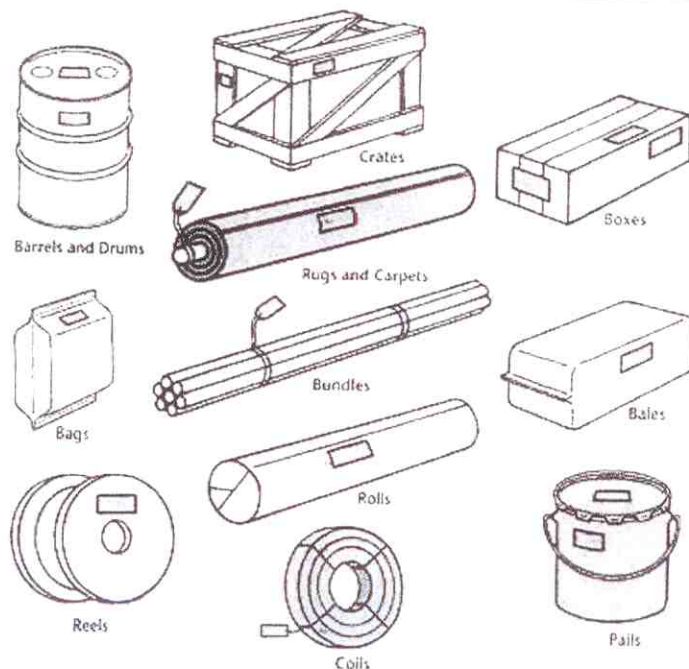
Don't ship your goods without proper protection. Many claims and damages arise from improper packaging – and packaging errors may heighten your liability.

The picture below should help you visualize how to best package and secure your goals.

When possible, heavy, bulky items should be placed on pallets for improved handling. To maximize carton strength, stack cartons on the pallet vertically. You can secure cartons to a pallet with banding, shrink-wrap, stretch-wrap, or breakaway adhesive.

Cartons should be stacked squarely on the skid, with no overhang. Box flaps and corrugations should face up. Be sure the top surface is flat.

Following these general packaging guidelines is one of your best bets to help ensure trouble-free shipping.

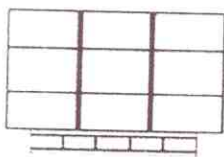


## 2. Label every piece clearly and completely

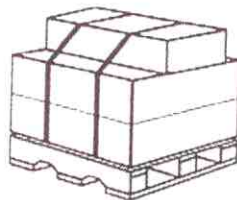
Complete names and addresses on each piece are needed to ensure that packages in your shipment arrive intact. Label placement is important too. For hints, take a look at the examples below:

Shipping labels should be placed on every piece of your shipment. The shipper and consignee information must match the bill of lading information exactly and the labels must be legible and complete.

Ideally, you should place labels securely on both the long and short sides of each piece. Unless specifically provided for elsewhere in the NMFC, address markings must be located approximately as shown in the following examples. The location shown indicates the top, a side, or an end. If more than one location is shown, you may choose which one to use.

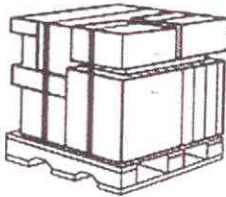


Damage can occur if cartons overhang the pallet, because there is no support for overhanging freight in transit.

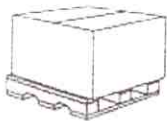


Damage can occur when a pallet doesn't have a flat top surface. Place single containers on an outside corner or ship them loose.

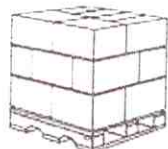
Loads made from different-size containers may not be uniform enough to have unit strength.



Stacking strength is lost when pallets are improperly loaded:



Pallet Overhang  
up to 32%



Interlocked Pattern  
up to 50%



Misalignment  
up to 30%

## 3. Place your pickup order

An ATTS Account Coordinator can be contacted either by telephone, facsimile, or e-mail. You will probably be asked where the shipment is going, how much it weighs, the commodity, and if it is ready to be picked up along with your closing time.

### Prohibited Commodities in LTL Transportation:

The following commodities are typically not accepted by carriers for transport. These items are not all inclusive as each carrier lists of prohibited commodities varies dependent on that specific carrier.

Articles that, in the judgment of the carrier, are objectionable or contaminating
Articles, or parts thereof, the transportation of which is prohibited in interstate, intrastate or international commerce, or the transportation of which into or out of a district, territory, state, or subdivision thereof
Carbon black (unless packaged in metal drums)
Collectibles, other than new
Corpses, or cremated remains
Currency
Machinery, new, uncrated
Machinery, used, uncrated
Museum exhibits or articles of antiquity
Original works of art or sculptures, including reproductions from an original, authenticated by the artist, limited editions
Precious metals or articles manufactured from them
Precious stones
Single pieces or packages that, because of their height, length or width
Valuable papers of any kind