



744 E South Street, Jackson, MI 49203 Ph: 1-517-795-1151 Fax: 1-517905-6066

***ACF Global Logistics Routing Letter on Behalf of Melling Tool Co.
FREIGHT COLLECT: For vendors and intra company customs for Melling Tool Co.***

June 24, 2019

744 E. South Street
Jackson, MI 49203

Dear Shipper/Supplier/Forwarder:

To better manage Melling Tool Co. freight services, we are requesting you send your freight related requests to melling@acfgl.com. The primary contact for Melling freight requests will be Macie Ludtke (macie@acfgl.com). The primary phone contact information is 1-877-437-0724 or 517-795-1151. These numbers are also the primary after hours contact numbers.

Kevin O'Connor will be back up for all freight related issues (kevin@acfgl.com) Cell: 734-476-4290

DOMESTIC/INTERNATIONAL SMALL PACKAGE SHIPMENTS:

For any shipments 150 lbs or less, ship UPS Ground COLLECT on Melling account number 456185. ***Prior authorization must be received to send any packages air or ground expedited***
(Failure to provide proof of authorization for Expedited shipments may result in a chargeback to your company)

FOR CANADA, MEXICO, OR INTERNATIONAL AIR/OCEAN FREIGHT:

Contact ACF Global Logistics for routing instructions and broker information. 517 795 1151 or 877 437 0724 or email Melling@acfgl.com - dispatch@acfgl.com

TRUCKLOAD SHIPMENTS:

Any shipment weighing more than **5,000 lbs** or takes up **12 feet or more** of trailer space, **should not be sent LTL**, contact ACF Global Logistics for to schedule partial or consolidation loading. 517 795 1151 or 877 437 0724 melling@acfgl.com dispatch@acfgl.com



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LESS THAN TRUCKLOAD (LTL TRUCK SHIPMENTS) DOMESTIC or INTERNATIONAL:

Please respond to melling@acfgl.com with the following information:

- Number of Pieces/Pallets
- Weight per pallet
- NMFC number if known
- SDS if applicable
- Ready time and loading hours
- Correct shipping address and contact person with email & phone number Melling requested date/time of delivery is known

Access to ACF Global LTL portal is available and will be made available with approval from Melling.

U.S. CUSTOMS CLEARANCE AND TRADE COMPLIANCE REQUESTS:

All PAPS ACE manifest, NOTIFY PARTY and import documents should be sent to Melling@acfgl.com or import@acfgl.com

When requesting Customs clearance please submit the following minimum documents:

- Commercial Invoice & Packing List
- Arrival Notice with any release charges and Free days clearly noted
- Any Other Government Agency documents as required
- Certificate of Origin if applicable for Free Trade Agreements
- Copy or any Master and House Bill of Ladings for Air, Ocean or Ground entries.

BILLING ON POD SUBMISSION:

All invoice should be submitted to billing@acfgl.com within 48 hours of delivery.

Documents should include at a minimum:

- Vendor invoice ****listing the ACF Pro # on the invoice****
- Clearly signed and dated POD
- Payment remittance address and Bank account information for ACH payment.
- **The following 3rd party billing MUST appear on the bill of lading:**

Send freight bill to:

Melling % ACF Global Logistics LLC

1737 Spring Arbor Road

#224

Jackson, MI 49203

Any questions regarding logistics, invoicing and customs should be directed to ACF Global Logistics and the appropriate contact listed or by calling 1-877-437-0724