



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.***

December 3rd, 2020

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](mailto:melling@acfgl.com). The primary contact for Melling freight requests will be **Macie Ludtke** ([macie@acfgl.com](mailto: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](mailto:kevin@acfgl.com)) Cell: 734-476-4290

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**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)

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**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 – Main ACF POC: **Dawson Minder** [Dawson@acfgl.com](mailto:Dawson@acfgl.com) please be sure to cc: [Melling@acfgl.com](mailto:Melling@acfgl.com)

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**TRUCKLOAD SHIPMENTS:**

Any shipment weighing more than **5,000 lbs.** or taking up **12 feet or more** of trailer space, **SHOULD NOT BE SENT LTL**, contact ACF Global Logistics to schedule partial or consolidation loading. 517 795 1151 or 877 437 0724 [melling@acfgl.com](mailto:melling@acfgl.com) [dispatch@acfgl.com](mailto:dispatch@acfgl.com)

**\*PLEASE ALWAYS SUPPLY ACF WITH CORRECT MELLING PO# AT TIME OF REQUEST**

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

Please respond to [melling@acfgl.com](mailto:melling@acfgl.com) with the following information:

- Number of Pieces/Pallets
- **Melling PO#**
- 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

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**U.S. CUSTOMS CLEARANCE AND TRADE COMPLIANCE REQUESTS:**

All PAPS ACE manifest, NOTIFY PARTY and import documents should be sent to [Melling@acfgl.com](mailto:Melling@acfgl.com) or [import@acfgl.com](mailto: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.

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**BILLING ON POD SUBMISSION:**

All invoice should be submitted to [billing@acfgl.com](mailto: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 3<sup>rd</sup> party billing **MUST** appear on the bill of lading:

**Send freight bill to:**

**Melling Tool Co % 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**