Charter Steel Inbound LTL Guide

The following process should be followed for all LTL freight as requested by Charter Steel Procurement. All freight is to be routed through **Trifecta Transport powered by GLOBALTRANZ**. Any deviation from this guide may result in a chargeback of full freight cost to the shipper/point of origin.

Please read this guide in its entirety.

To book a Shipment:

- Email all shipment details to Team2@trifectatrans.com (See Template on Next Page)
    - o Contact name to send BOL and shipment confirmation to
    - o Origin Company and pickup address
    - o Pickup location Dock Hours and contact if an appt is required
    - o Destination Company and delivery address
    - o Destination Point of Contact Phone or Email
    - o Pallet Count
    - o Weight and Dimensions of each pallet
    - o Commodity Description
    - o NMFC# and Class
    - o **You Must Include the Charter Steel PO#**. If no PO# is available, include the name of the Charter Steel employee and department who placed the order.

If your shipment is more than 6 pallets, weighs over 8,000lbs, is longer than 10 feet, or valued at more than $500,000 you must reach out to Charter Steel directly 5 days prior to shipment.

- Jeremia Reynolds: Transportation Manager ReynoldsJ@chartersteel.com
- Zach Vossekuil: Transportation Specialist Vossekuilz@chartersteel.com

Imports customs broker is M. E Dey. Sarah Nelson (414)831-0645 / sarahn@medey.com

If you have additional questions or need further assistance with an LTL or Parcel shipment, please reach out to Colleen Dillon(Acct Executive Globaltranz) (773) 673-7500

Thank you for your partnership.

Contact Name	
Contact Phone	
Origin Company Name	
Origin Address	
Origin Dock Hours	
Pickup Appt Info	
Destination Company	
Destination Address	
Destination Contact Ph/Email	
Charter Steel PO#	
Pallet Count	
NMFC#	
Class	
Commodity Description	
Hazmat Yes / No	
Pallet #1	
Weight	
Dimensions L x H X W	
Pallet #2	
Weight	
Dimensions L x H X W	
Pallet #3	
Weight	
Dimensions L x H X W	
Pallet #4	
Weight	
Dimensions L x H X W	
Pallet #5	
Weight	
Dimensions L x H X W	