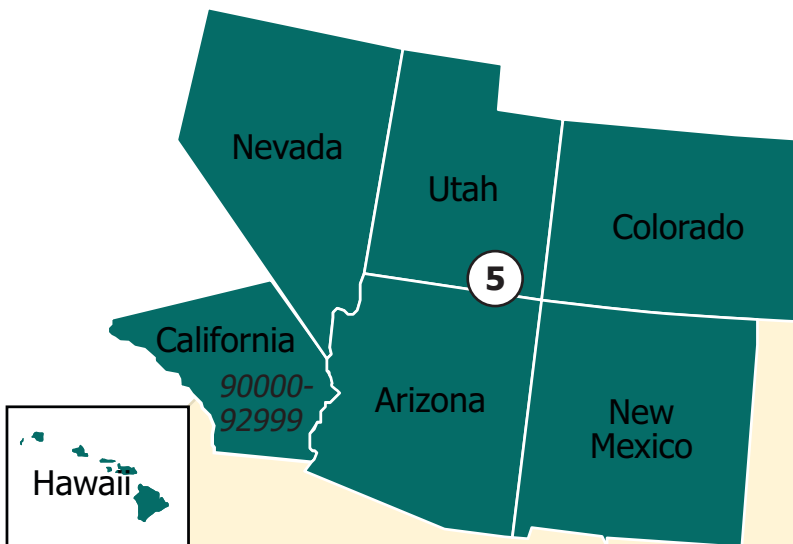




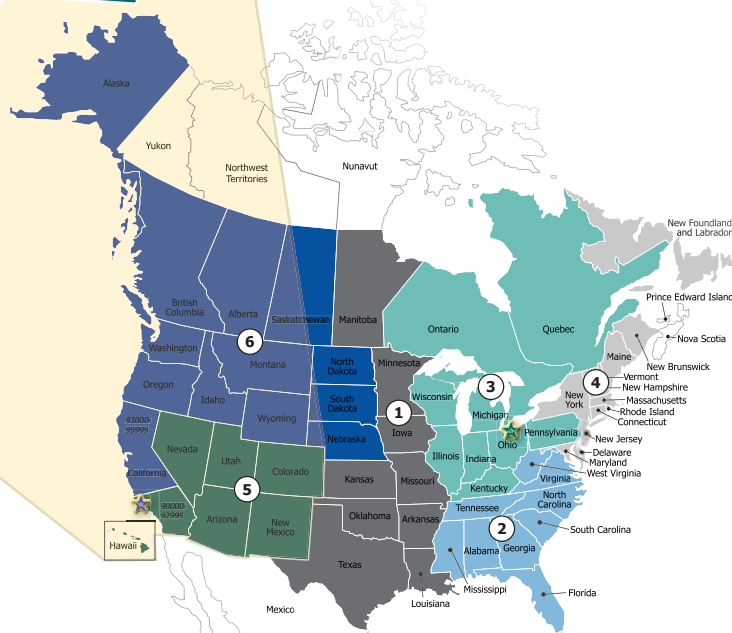
Your Shipping Connection



29077 Clemens Rd., Cleveland, OH 44145
P: 800-599-2902 • F: 800-439-8913

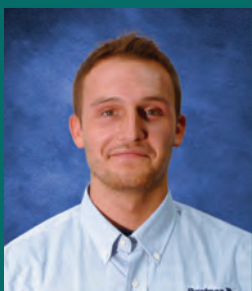


2302 Martin St., Irvine, CA 92612
P: 800-599-2902 • F: 877-489-0131



PARTNERSHIP REGION 5 TEAM

LTL Freight Shipping



Senior Account Representative
Jordan Zapotechne
800-599-2902 x2597
jzapotechne@PartnerShip.com



Account Representative
Hector Medrano
800-599-2902 x2430
hmedrano@PartnerShip.com

Tradeshow Shipping



Sr Tradeshow Account Rep
Erin Blaskovic
800-599-2902 x2232
eblaskovic@PartnerShip.com



Tradeshow Account Rep
Lauren Riddle
800-599-2902 x2520
lriddle@PartnerShip.com

Small Package Shipping



Customer Service Rep
Brittne Pham
800-599-2902 x2397
bpham@PartnerShip.com

Quick Reference Guide

LTL FREIGHT SHIPPING TIPS, HINTS, AND DEFINITIONS

- **Less-Than-Truckload (LTL)** means the shipment does not completely fill a truck and weighs more than 150 lbs.
- A **bill of lading (BOL)** is required for each shipment, and acts as a receipt and a contract.
- A **PRO or Tracking Number** is a number assigned by the carrier to reference/track your shipment.
- Use **PartnerShip.com** to rate shop, print BOLs, pay invoices, create shipments, and much more.
- **Accessorial charges** are services outside of the standard shipping procedure. Accessorials include: Lift gate service, inside pickup, and fuel surcharge.
- **Consolidate** multiple shipments that are going to the same location to save money on shipping.
- Verify piece count on incoming LTL freight and note **shortage** or **damage** on delivery receipt.

LTL FREIGHT CARRIER ALLIANCES

- UPS Freight: 800-333-7400
- YRC Freight: 800-610-6500
- FedEx Freight: 800-274-9099
- New Penn: 800-285-5000
- Con-way Freight: 800-755-2728
- PITT OHIO: 800-366-7488
- Old Dominion: 800-432-6335



TRADESHOW SHIPPING TIPS, HINTS, AND DEFINITIONS

- A **decorator** is the company in charge of tradeshow setup, tear down, and material handling.
- **Drayage** is what decorators charge for moving exhibitor materials.
- Before the show, review your show's **exhibitor manual** for important information, including move-in and move-out times.
- Bring copies of your **shipment information**, including the carrier/pro number, to the show.
- How to fill out the decorator's **Material Handling Form** when shipping outbound from a tradeshow:
 - Check "**other common carrier**" under method of shipment.
 - Indicate the carrier determined by your Account Rep in the "**Carrier**" section.
 - Bill freight charges to: **PartnerShip**, 500 East Lorain Street, Oberlin, OH 44074.
 - Return to the **General Service Contractor** or **decorator**.

TRADESHOW CARRIER ALLIANCES



SMALL PACKAGE SHIPPING TIPS, HINTS, AND DEFINITIONS

- **Small Package Shipping** refers to envelopes or packages that weigh less than 150 lbs.
- Use **FedEx Express** for time-sensitive shipments.
- Use **FedEx Ground** for cost-effective business-to-business delivery.
- Use **FedEx Home Delivery®** for residential shipments.
- Use your **American Express OPEN Business Card** to receive even greater savings when you ship with FedEx through PartnerShip.
- Once **enrolled in a PartnerShip Shipping Program**, use **fedex.com** to:
 - Create shipments
 - Get rates and transit times
 - Schedule pickups
 - Track shipment status

SMALL PACKAGE CARRIER ALLIANCES



SPECIALIZED SOLUTIONS

PartnerShip knows small businesses better than anyone else. With small business in mind, we continue to develop specialized solutions that are geared towards helping our customers be more successful in all facets of shipping and logistics. A few of our current specialized services include:

- Inbound Management
- Shipping Supplies
- Storage Services
- Moving Services

SPECIALIZED SERVICES ALLIANCES



....and many more!

