

To: _____



RE: IMPORTANT SHIPPING INSTRUCTIONS

Dear Vendor,

We would like to inform you that we are now participating in the **Michigan Retailers Association (MRA) Freight Program managed by PartnerShip**. As a result of this participation, we need to update our **Permanent Shipping Instructions** with you. Please disregard these instructions if shipping costs are absorbed ("Free Freight") by your company. Otherwise, please update your database with the following shipping instructions:

GROUND SHIPMENTS

Please ship all small package ground freight under 600 lbs. via:

FedEx® Ground Collect. To schedule a pick-up with FedEx Ground, call 800-463-3339. If you have questions on shipping FedEx Ground Collect, or are unable to comply with these instructions, contact PartnerShip at 800-599-2902.

For all freight shipments over 600 lbs.:

Contact PartnerShip at 800-599-2902 for shipping instructions.

AIR SHIPMENTS

Please ship all Air Freight under 200 lbs via:

FedEx® Express acct# _____ – with billing option of Bill Recipient

For air Freight over 200 lbs via:

Contact PartnerShip at 800-599-2902 for shipping instructions

Important Notice! All incoming shipments and merchandise invoices will be monitored. Freight charges on invoices will no longer be paid. Any deviations in these instructions will result in a charge back. These instructions supersede all previous freight instructions. If you have questions pertaining to these instructions, you should contact us directly or PartnerShip at 800-599-2902 for further instruction.

Please ship all freight to the following location:

Company Name

Address

City, State, Zip

Signature

Date