

## Shipment Guidelines from Factory in Exton

Type of shipment	Freight		Parcel			
	Standard	Express	Standard	Express	Rush	Emergency
Deadline for purchase order receipt at NETZSCH	10:30 AM Eastern Time - Monday Thru Friday	1:00 PM Eastern Time - Monday thru Friday	1:00 PM Eastern Time - Monday thru Friday	2:30 PM Eastern Time - Monday thru Friday	5:00 PM Eastern Time - Monday thru Friday	After 5:00 PM Eastern Time and on weekends
Adders for Same Day Shipment	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	\$150.00
NPA Shipment Location	Loading Dock	Loading Dock	Loading Dock	Lobby	To be delivered to UPS store	To be delivered to UPS store
Carrier Limitations	None	None	UPS, FEDEX	UPS only	UPS only	UPS only
Weight Limitations	None	None	Weight: up to 100 lbs.  Dimensions: up to 165 inches in length and girth combined. Max length up to 108 inches.	Weight: up to 100 lbs.  Dimensions: up to 165 inches in length and girth combined. Max length up to 108 inches.	Weight: up to 100 lbs.  Dimensions: up to 165 inches in length and girth combined. Max length up to 108 inches.	Weight: up to 100 lbs.  Dimensions: up to 165 inches in length and girth combined. Max length up to 108 inches.
Person Responsible for Shipment	Shipping Personnel	Shipping Personnel	Stockroom	Stockroom	Receiver of purchase order with support by OPS	Receiver of purchase order

**Notes:**

1. All shipments are based on approval of NPA accounting department
2. All email/FAX Express, Rush and Emergency orders should be followed up with a phone call to make sure that the order has been received at NETZSCH.