



## 2017 DOMESTIC SHIPPING GUIDELINES

### REQUIREMENTS:

1. TRP Acquisition, Inc. d/b/a The RoomPlace requires the use of only 53' trucks on all shipments. Unauthorized use of any other truck size will result in vendor chargebacks for the freight difference.
2. Must book inbound pre-paid freight through pre-approved carrier by The RoomPlace (**excluding** west coast vendors) unless specified otherwise and book **2 weeks in advance**. Notify TRP Acquisition, Inc. d/b/a The RoomPlace ASAP if you are notified of delays.
3. West coast vendors must book inbound pre-paid freight via rail (Intermodal) through pre-approved carrier by TheRoomPlace. Unauthorized use of carriers will result in vendor chargebacks for the freight difference.

### BILL OF LADING GUIDELINES

1. **Manufacturer's full name and address** are to be listed in the **Shipper's** section of the Bill of Lading
2. **TRP Acquisition, Inc d/b/a The RoomPlace** is to be listed as the **Consignee** in the Consignee section of the Bill Of Lading
3. TRP Acquisition, Inc. d/b/a The RoomPlace **PO #'s** are to be provided in the **description of goods reference section** on the Bill of Lading

### INVOICES AND PACKING LIST GUIDELINES

1. Invoices and Packing Lists need to show **individual cube** information as well as **total cube usage**
2. If **parts** are to be shipped please indicate a **dollar value**, detailed **description** and **manufacturer's name** if different
3. **Every box** that is shipped on an individual purchase order **must be numbered** (i.e.: if 200 pieces are shipped individual boxes should read 1-200)

Revised 5/11/12