

Routing Instructions

Acorn Design and Manufacturing
24 Terry Lane
Colebrook, PA 17042

May 1, 2006

Dear Vendor / Supplier,

Acorn Design and Manufacturing has selected a quality group of carriers to move your product into our facilities. The attached routing instructions have been developed and should be followed for deliveries to our locations. We rely heavily on our vendor partnerships and your adherence to these instructions will help ensure that product will flow through our system quickly and accurately.

Please review the attached instructions and pass them along to anyone in your organization who may require this information. Acorn Design and Manufacturing is committed to enforcing these instructions and will work with your company to ensure compliance. When compliance is not achieved, it will be necessary for Acorn Design and Manufacturing to pass any additional costs incurred back to the supplier.

If you have any questions or encounter a shipping problem, please contact the Acorn Design and Manufacturing Logistics Department at (717) 964-1111, ext. 107. Thank you for your continued support.

Sincerely,

Richard Broadbent
President

Acorn Design and Manufacturing Routing Instructions

Destinations

Acorn Design and Manufacturing

24 Terry Lane
Colebrook, PA 17042

Acorn Design and Manufacturing DC

2700 Cumberland Street
Building 6A
Lebanon, PA 17042

Please contact the Acorn Design and Manufacturing Logistics Department at (717) 964-1111 ext. 107 for routing instructions on **all** shipments.

Small Package Shipments

All shipments with an aggregate weight of less than 150 pounds must be sent via UPS unless approved by the Project Manager (approvals for shipments of this type are only considered for quality reasons). The product should be combined into the fewest number of boxes possible; however, no box should weigh more than 50 pounds alone. Each package must comply with UPS's weight and size restrictions. If your purchase order terms are "freight collect", these shipments should be sent UPS Collect.

All UPS shipments should be directed to the 24 Terry Lane, Colebrook, PA facility.

Less Than Truckload

All shipments made to Acorn Design and Manufacturing with a weight between 150-10,000 pounds, and taking up less than 24 linear feet of a trailer, should be sent via an approved LTL carrier.

Truckload

If the weight of a single shipment, or cumulative weight of all shipments originating from the same point, on the same day, is greater than 10,000 pounds or 24 linear feet of a trailer, a truckload carrier should be used.