

# Calvert Retail, L.P.

Kitchen &  
Company

READING  
CHINA & GLASS

SOUTHERN  
SEASON.

To: Shipping Department/Sales Department

Date: September 21, 2017

**WE REQUIRE SHIPMENT THROUGH C.H. ROBINSON FOR ALL LTL SHIPMENTS EXCEPT THOSE THAT ARE PREPAID FREIGHT. PLEASE FOLLOW INSTRUCTIONS BELOW. FOLLOW PACKING AND DELIVERY INSTRUCTIONS FOR PREPAID FREIGHT ORDERS. DO NOT CONTACT C.H. ROBINSON FOR ANY ORDER THAT IS PREPAID. WE REQUIRE A DELIVERY APPOINTMENT FOR ALL SHIPMENTS. WE RESERVE THE RIGHT TO REFUSE A DELIVERY MADE WITHOUT AN APPOINTMENT. THE VENDOR WILL BE RESPONSIBLE FOR THE RE-DELIVERY CHARGE.**

1. To schedule the pickup for shipments over 150 lbs. to one location:

**Call C.H. ROBINSON at 866-392-7002 and ask for a Calvert Retail Order Routing. Or you can email at calvertretail@chrobinson.com.**

- Please note all shipments must show the following in the body of the bill of lading:

✓ PO#

✓ THIRD PARTY PREPAID TO:

CHRLTL

14800 Charlson Road

Suite# 2100

Eden Prairie, MN 55344

A CHR Company

✓ **DELIVER BETWEEN 10:00 am and 4:00 PM. STORE MUST BE CALLED FOR AN APPOINTMENT BEFORE DELIVERY.**

✓ The packing list must accompany each shipment (attached to the outside of carton or pallet)

2. Shipments less than 150 lbs. per location should be shipped via United Parcel Service (UPS). See details on second page regarding UPS shipments.

3. The Buyer must be notified prior to shipping if any order is shipped incomplete.

**ANY DEVIATION WILL RESULT IN A DEDUCTION OF THE FREIGHT CHARGE.**

Please refer to page 2 for specific shipping instructions. Attached you will also find a list of store locations and contacts.

This letter supersedes all previous routing requests. Please sign in the "acknowledgement" section below and return to us VIA FAX at (856) 224 – 1801 as soon as received.

**ACKNOWLEDGED BY:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**PRINT COMPANY NAME:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

## ROUTING GUIDE - SHIPPING OPTIONS

### SHIPMENTS LESS THAN 150 LBS (not prepaid freight – follow packing instructions only for prepaid freight orders – CALL STORE FOR DELIVERY APPOINTMENT.)

If the shipment weighs less than 150 lbs. (per store location) ship via UPS using our account number. Please contact the Buyer for our UPS account.

All shipments sent UPS must be sent at the lowest calculated rate. Shipments must be packaged using the fewest number of boxes possible to avoid extra charges on multiple boxes. Each box must weigh less than 70 lbs. and not exceed a combined length and girth of 84" to avoid the oversized package surcharge penalty.

The maximum number of cartons shipped to any store via UPS is 10 cartons. (If the shipment exceeds 10 cartons, contact CH Robinson @ 866-392-7002, to arrange shipping)

Boxes must be labeled with the count of boxes in the shipment (1 of 10, 2 of 10, 3 of 10, etc)  
A packing list must be attached to outside of the lead carton.

### SHIPMENTS OVER 150 LBS (not prepaid freight – follow packing instructions only for prepaid freight orders – CALL STORE FOR DELIVERY APPOINTMENT)

If the shipment weighs over 150 lbs. (per store location), call CH Robinson toll free at 1-866-392-7002 or e-mail at calvertretail.com@chrobinson.com. Tell CH Robinson that you have a shipment for Reading China & Glass or Kitchen & Company and they will arrange shipping for you.

#### **Ship Direct to Stores**

1. For shipments that are less than a pallet per store, each carton must be labeled clearly with:

Store name and address  
Vendor name and PO #

2. If each store's order is shipped on a pallet, the shipment must be shrink-wrapped a minimum of 3 times including the top cartons. If possible the skid should be capped. The shrink-wrap is to be attached to the wood skid at the bottom and continue upward around the skid.

Each skid must be labeled "Do Not Breakdown Skid". Pallets cannot be rearranged once they are picked up.

Each skid must be labeled as indicated in point #1.

3. Packing list must be attached to the outside of the lead carton or pallet.

PLEASE NOTE ANY DEVIATION FROM THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK IF ADDITIONAL EXPENSES ARE INCURRED IN EITHER SHIPPING COSTS OR ORDER PROCESSING.

## ROUTING GUIDE - SHIPPING OPTIONS

### SHIPMENTS OVER 150 LBS (not prepaid freight – follow packing instructions only for prepaid freight orders – CALL STORE FOR DELIVERY APPOINTMENT)

If the shipment weighs over 150 lbs. (per store location), call CH Robinson toll free at 1-866-392-7002. Tell CH Robinson that you have a shipment for Reading China & Glass or Kitchen & Company and they will arrange shipping for you.

#### **Cross Dock Shipments**

“Cross Dock” orders are shipped to the Reading China & Glass store in Lancaster, PA. (Store #2) for distribution to the other stores.

These orders are to be packed and labeled for the individual stores. In addition, there must be a master label attached to each pallet with the Reading store address printed on it.

If each store’s order is a full pallet, each store’s order must be on a separate pallet. Each pallet must be labeled with the individual store information and the master label for the Reading store.

If the order is “less than a pallet” for each store, each carton must be labeled with the store information and number as “1 of 5, 2 of 5, 3 of 5, etc” to expedite the receiving process.

Packing lists for each individual store’s order must be included with the order and must be attached to the lead carton or pallet.

Individual bills of lading must be provided for each store’s shipment. These individual bills of lading are to be included with the packing list in an envelope attached to each store’s order. A master bill of lading that includes all shipments – and the actual delivery information – is to be tendered to the carrier when the order is picked up. The master bill of lading is the only bill of lading that is to be given to the carrier. The carrier is to be provided with delivery information to the Reading store.

If you have questions regarding these instructions call CH Robinson at the number printed on the front page of these instructions.

PLEASE NOTE ANY DEVIATION FROM THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK IF ADDITIONAL EXPENSES ARE INCURRED IN EITHER SHIPPING COSTS OR ORDER PROCESSING.

## ROUTING GUIDE PURCHASE ORDER DATING AND CANCELLATION RULES

All orders that do not ship by the cancel date will not be accepted. The buyer must be notified on or before the cancel date that an order will not ship as agreed.

### Purchase Order Dating

Order Date – the date the order is written and submitted to the vendor.

Ship Date – the earliest date that the order can be shipped to our stores.

Cancel Date – the last date that the order can be shipped. Any order not shipped by the cancel date is considered cancelled and will not be accepted.

# Calvert Retail, L.P.



Bill To:  
 Calvert Retail, L.P.  
 PO Box 302  
 100 W. Rockland Road  
 Montchanin, DE 19710  
 302-622-8811 (phone)  
 302-622-8602 (fax)

Ship To:

<p>Reading China &amp; Glass - #2          Rockvale Square          35 S. Willowdale Drive          Bldg. 9          Lancaster, PA 17602          717-393-9747 (phone)          717-392-5496 (fax)          Contact: Receiving Manager or Store Manager</p>	<p>Kitchen &amp; Company- #3          Center Point Plaza Center          1307 New Churchman's Road          Newark, DE 19713          302-283-0655 (phone)          302-283-1829 (fax)          Contact: Receiving Manager or Store Manager</p>
<p>Kitchen &amp; Company - #4          111 B River Hills Road          River Hills Plaza          Asheville, NC 28805          828-299-1550 (phone)          828-299-2398 (fax)          Contact: Receiving Manager or Store Manager</p>	<p>Kitchen &amp; Company - #5          The Crossings at Fox Run          45 Gosling Road – Suite 6          Newington, NH 03801          603-433-2100 (phone)          603-433-2135 (fax)          Contact: Receiving Manager or Store Manager</p>
<p>Kitchen &amp; Company - #7          Henlopen Plaza          (Coastal Highway at Dartmouth Drive)          34164 Citizen Drive          Lewes, DE 19958          302-644-7749 (phone)          302-644-6718 (fax)          Contact: Receiving Manager or Store Manager</p>	<p>Kitchen &amp; Company - #9          1118 Bowman Road          Mt. Pleasant, SC 29464          843-849-0390 (phone)          302-622-8602 (fax)          Contact: Receiving Manager or Store Manager</p>
<p>Southern Season          University Place          201 S. Estes Drive          Chapel Hill, NC 27514          919-929-7133 (phone)          919-942-9274 (fax)          Contact: Receiving Manager or Store Manager</p>	