

These guidelines are to be utilized for TriMark Gill Group Inbound and Direct Shipments where the Purchase Order states: **Ship via TriMark Gill Group Routing Guide.**

Transportation Mode—Small Parcel / Less-Than-Truckload (LTL) / Truckload—is based on four factors:

- 1.) Total carton count of the shipment
- 2.) Total weight of the shipment
- 3.) Dimensions and weight of the cartons within the shipment
- 4.) Total linear feet of trailer space required for the shipment

SMALL PARCEL MODE

Ship via: **FedEx®** Ground

Choose “Recipient” for “Bill Transportation To”

Enter [Account# provided by TriMark] in “Account No.” field

Use Small Parcel Mode when:

Carton Count: 20 cartons or less

AND

Total Weight: 250 lbs. total weight or less

AND

Individual Carton Size and Weight:

[length + girth] is less than or equal to 130 inches for ALL cartons within shipment. Length cannot exceed 96 inches and weight cannot exceed 150 lbs. for each carton

LESS-THAN-TRUCKLOAD (LTL) MODE



Email TriMark@ascentgl.com or Call (800) 699-9316 for carrier assignments. **Ascent Global Logistics** will provide a Bill of Lading for the shipment.

Use LTL Mode when:

Carton Count: Greater than 20 cartons

AND/OR

Total Weight: Between 250 lbs. and 5000 lbs.

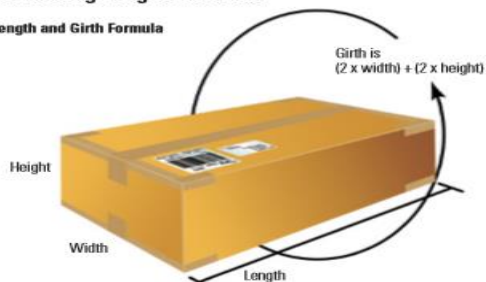
AND/OR

Individual Carton Size and Weight:

[length + girth] is greater than 130 inches for at least one carton within the shipment, and/or at least one carton is greater than 96 inches in length or 150 lbs.

Measuring Length and Girth

Length and Girth Formula



**Length is always the longest side of the carton*

Example: [Length + Girth]

*Length = 16 inches

Width = 12 inches

Height = 10 inches

Length + (2x Width) + (2x Height) = 60 inches

TRUCKLOAD MODE

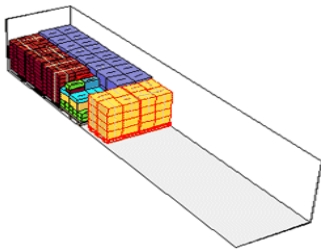
Contact: The TriMark Gill Group Project Manager with a freight quote for the shipment using your transportation provider. The Project Manager will compare your freight quote to other truckload freight quotes and communicate back to you the final routing decision for the shipment.

Use Truckload Mode when:

Total Weight: Greater than 5000 lbs.

AND/OR

Trailer Space Required: 25 linear feet of trailer space or greater



Sample shipment with mixed merchandise greater than 5000 lbs. total taking up 25 linear feet of trailer space

When providing a truckload freight quote, please provide the following shipment information:

- Origin Address
- Destination Address
- Pickup Date
- Delivery Date
- Purchase Order Number(s)
- Total Weight
- Total Pieces and/or Total Pallet Count with Pallet Dimensions (length/width/height)
- National Motor Freight Classification (NMFC) and/or commodities of item(s) in shipment—If multiple NMFC's/commodities, please provide total weight and total piece/pallet count for each NMFC/commodity within the shipment

IMPORTANT NOTES FOR ALL SHIPMENTS

- All TriMark Gill Group purchase orders shipping to the same destination on the same date should be combined onto one shipment and one consolidated bill of lading.
- If you do not have a FedEx account, please call FedEx at (800) 463-3339 to set one up.
- For shipments that need expedited transportation, please contact the assigned TriMark Gill Group Project Manager for specific instructions if not included on your purchase order.

IMPORTANT NOTES FOR PARCEL SHIPMENTS

- Populate one reference field with the TriMark purchase order number:
 - For FedEx, use of **Original Ref#3/PO Number** is recommended, but other reference fields are acceptable (**Original Customer Reference** or **Original Ref#2**).
 - For UPS, either **Reference #1** or **Reference #2** are acceptable.
 - List PO number only; **DO NOT** include a prefix of the PO number with characters, i.e. PO#123456
 - If multiple purchase order numbers are being shipped together, use a single carrier reference field and separate the PO references with a semicolon.