

# SHIPPING AND RECEIVING GUIDE

WAHL CLIPPER CORPORATION  
2900 NORTH LOCUST  
PO BOX 578  
STERLING, IL 61081

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## **SECTION 1**

### **RECEIVING HOURS**

MONDAY-FRIDAY  
6:00 AM – 5:30 PM  
(Except holidays and shutdowns)

Delivery arrangements outside of the shipping hours must be made in advance by contacting the Receiving Office @ 815-548-8375 during normal shipping hours or 815-548-8353 after hours.

Drivers should enter property through Gate #6 located at the northwest corner of the Wahl Sterling property and deliveries made at dock doors “W4”, “W5”, “W6”, and “W7” located on the West side of the main building or otherwise instructed at the time of delivery. After hours deliveries should go to “W11”.

## **SECTION 2**

### **STANDARDIZED PALLET (FOUR-WAY)**

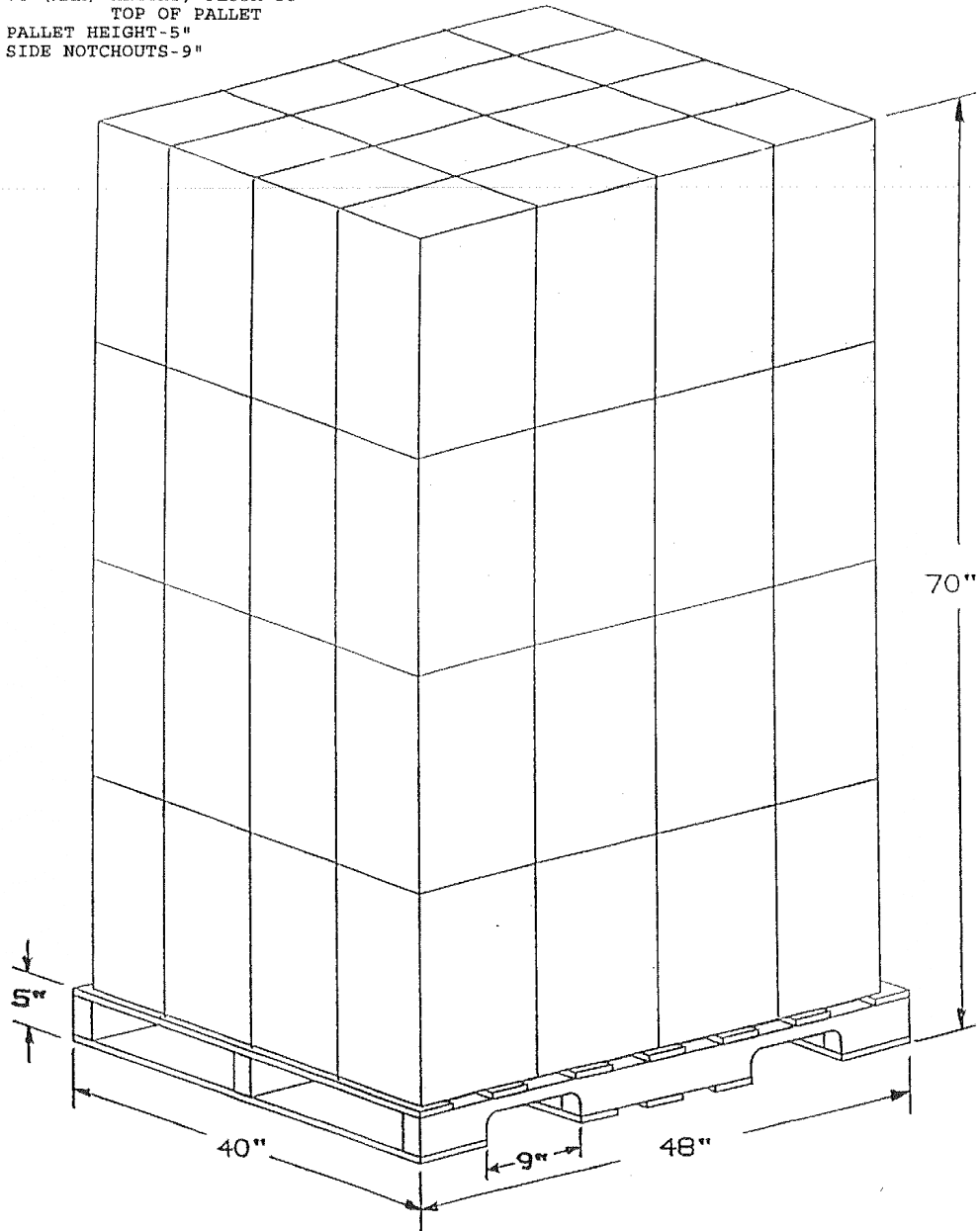
#### **DIMENSIONS**

|  |          |
|--|----------|
| WIDTH                                    | 40”      |
| LENGTH                                   | 48”      |
| PALLET HEIGHT                            | 5”       |
| SIDE NOTCHOUTS                           | 9”       |
| TOP BOARDS                               | 7        |
| BOTTOM BOARDS                            | 5        |
| RUNNERS - Good condition, not repaired   | 3        |
| MAXIMUM HEIGHT - Floor to top of cartons | 70” -72” |
| TOTAL PALLET WEIGHT                      | 2000#    |

\*See attached standard pallet diagram

# REQUESTED STANDARD PALLET

DIMENSIONS:  
40"-WIDE  
48"-LONG  
70" (MAX)-HEIGHT, FLOOR TO  
TOP OF PALLET  
PALLET HEIGHT-5"  
SIDE NOTCHOUTS-9"

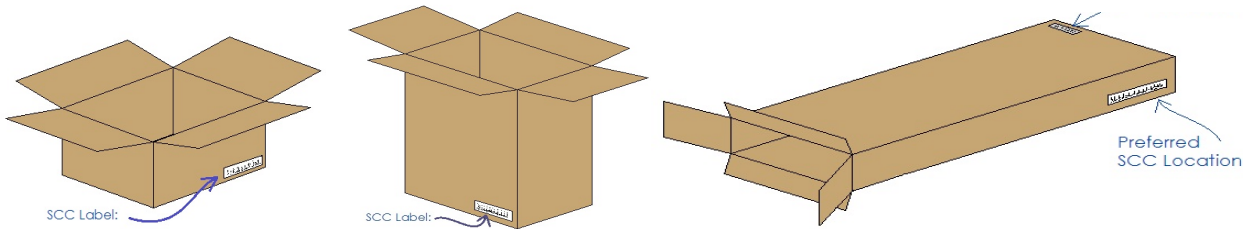


## **SECTION 3**

### **CARTON LABEL REQUIREMENTS**

Carton label or preprinted cartons will contain the following information:

1. Wahl Part Number - in a 1" bold font.
2. Wahl Purchase Order number in a ¾" font.
3. Carton Quantity printed in a ¾" bold font.
4. Manufacture date code.
5. SCC labels should be applied to the lower right corner on the longest vertical side unless customer requires otherwise. Refer to our customers specifications.



\*Partial cartons will be labeled “PARTIAL” on two sides of carton. Supplier will be contacted individually for bar coding requirements.

## **SECTION 4**

### **PACKING LIST INFORMATION**

Packing List will include the following information:

1. Wahl Part Number
2. Wahl Purchase Number and Release Number
3. Quantity
4. Number of Cartons
5. For all shipments including air, the packing list must be attached to outside of skid with easy access for all.

**SECTION 5**  
**BILL OF LADING INFORMATION**

Bill of Lading will include the following information:

1. Number of skids
2. Total number of cartons

**SECTION 6**  
**SKID CONFIGURATION**

Each skid will contain only one part number unless marked “Multiple Items” and be packed grouping same part number per layer. Carton markings will be faced out. Skids will be shrink wrapped in customary manner.

**SECTION 7**  
**AIR SHIPMENTS**

Cartons will be marked “1 of x; 2 of x; 3 of x; etc.” Carton, packing list, and bill of lading requirements also apply. Please see appropriate section for specifics.