



## Linetec Outbound Trucking Guidelines

The following guidelines have been established to better serve those customers who utilize Linetec trucks in transporting their materials for finishing.

1. Linetec Inside Sales Representative to contact customers weekly advising anticipated delivery and or pick-up dates.
2. Linetec or Linetec represented driver will call customers the day prior to delivery and/or pick-up date advising ETA.
3. Weekly delivery and/or pick-ups scheduled according to number and locations of stops and customers volume traveling either direction
4. Linetec reserves the right to change schedule during course of route if:
  - ◆ Driver comes upon bad weather
  - ◆ Equipment failure
  - ◆ Unforeseen problem or circumstance arise
5. Linetec is responsible for proper and sufficient packaging of materials at customer direction for delivery. This includes both outer and inner packing of materials.
6. Linetec is responsible and will take liability for:
  - ◆ Carrying insurance on customer materials being transported on Linetec trucks for damages that could occur in an accident due to bad weather or with another motor vehicle.
  - ◆ The number of packages that are listed on Bill of Lading and verified upon delivery.
  - ◆ Loading and unloading of customer's material on Linetec trucks when Linetec driver is present.