



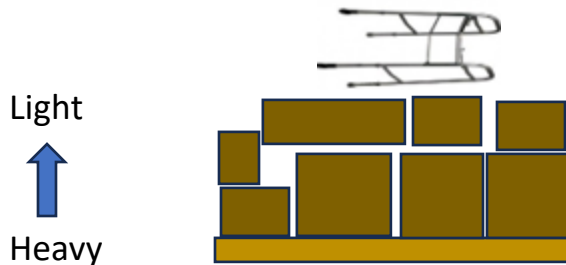
Pallet Building Guidelines - Providence MSRO Partnership

1. Start with a standard 40" x 48" pallet in good condition.



2. Make sure boxes are taped sufficiently to maintain their shape.

3. Begin by stacking the heaviest boxes on the bottom, lighter boxes towards the top.



4. Oddly shaped, mechanical items, such as wheelchairs, walkers, crutches, etc., should be placed on top or placed on a separate pallet by themselves.

5. Keep boxes aligned within the dimensions of the pallets, to avoid bulging, leaning, or top-heavy pallets.

6. Stretch wrap pallet sufficiently to hold boxes in place for shipment.

7. Complete Bill of Lading with:

BILL OF LADING		Page 1 of _____
SHIP FROM		Bill of Lading Number _____ <div style="text-align: center; font-weight: bold; color: gray;">BAR CODE SPACE</div> Shipper Reference: _____
Location Name:		
Address:		
City/State/Zip:		
WE ACT Code:	FOB: <input type="checkbox"/>	

8. Place Bill of Lading under stretch wrap in the middle of the pallet.