



*New Standard
in Lighting*

Picking and Shipping procedure

ASD Lighting Corp.



Picking and Shipping procedure

ASD Lighting Corporation

Picking and
Shipping procedure
after an order is
entered





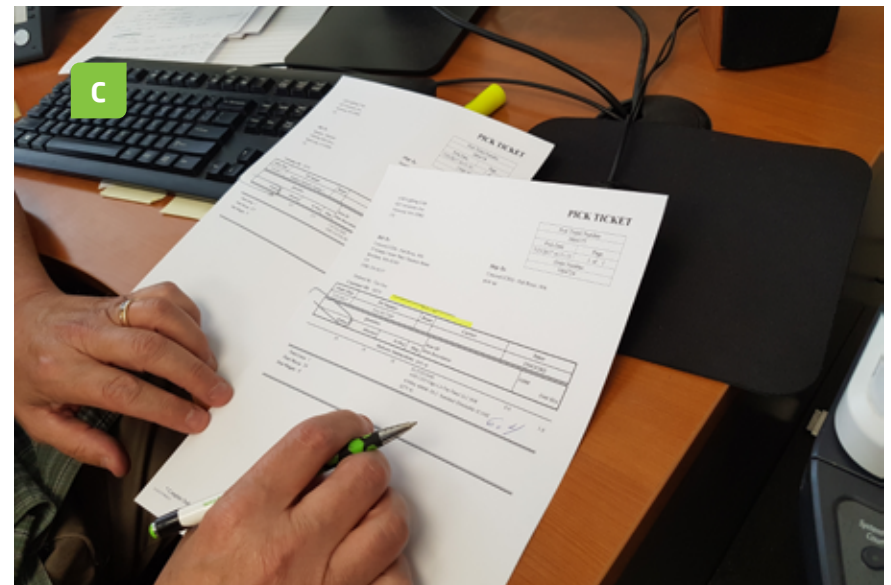
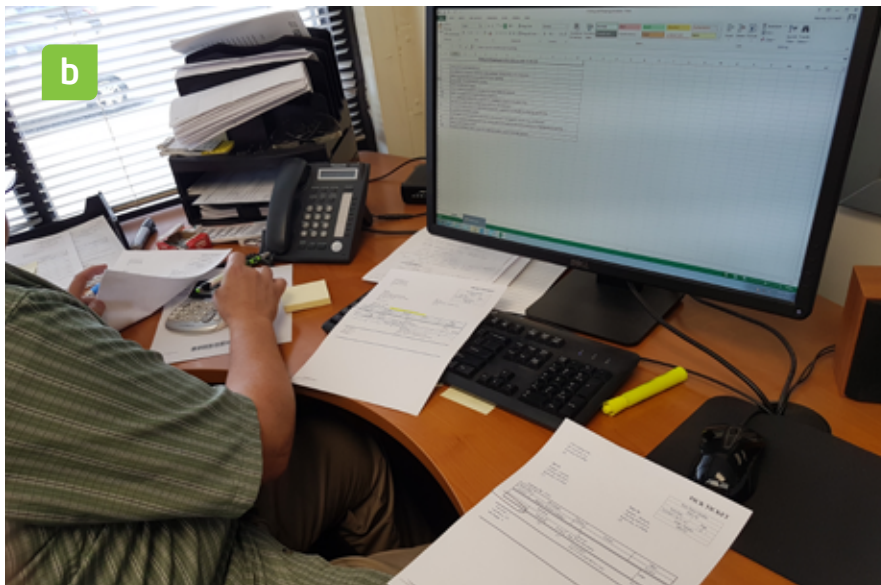
Picking and Shipping procedure

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Stages the order goes through upon receipt and entering into the system.

1. Pre-Picking Stage.

- a. Pick ticket gets printed at the warehouse.
- b. Shipping method (LTL or ground) is determined based on order destination and volume.
- c. Order gets broken down by manufacturing case quantities to determine quantity of cases per product and total quantity of boxes to be shipped.



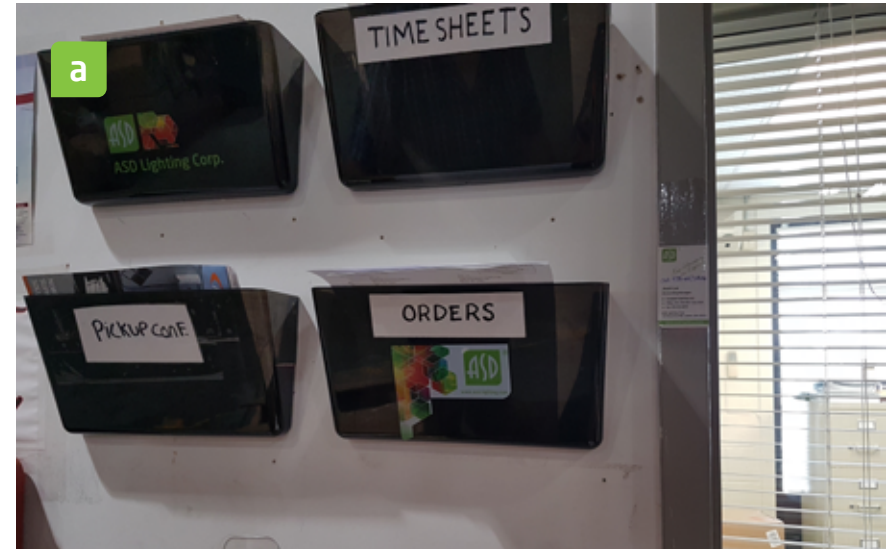


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2. Picking Stage.

- a. Pick ticket is transferred to the floor for picking.
- b. The products get picked and staged.
- c. Order is double checked by another ASD employee for accuracy on product type and amount.





Picking and Shipping procedure

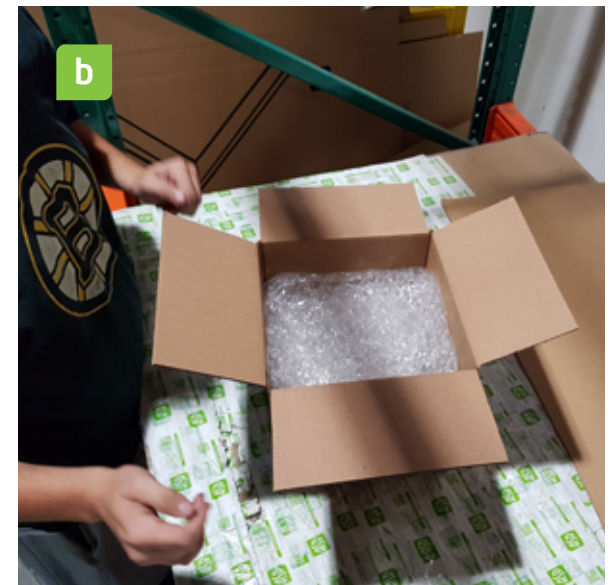
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- 3.** Preparation for shipping (depends on the type of shipping preferred, LTL/Ground).

3.1 SMALL ORDERS

Shipped ground (UPS/FedEx)

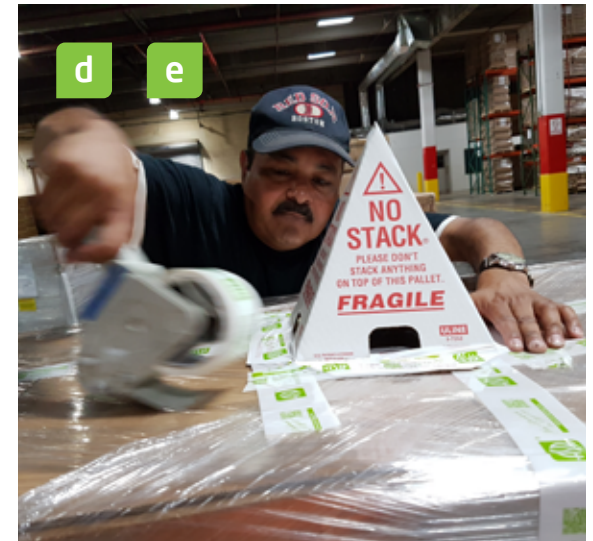
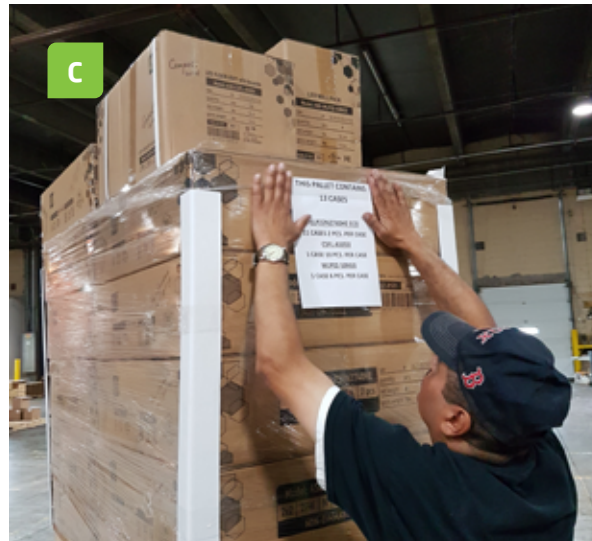
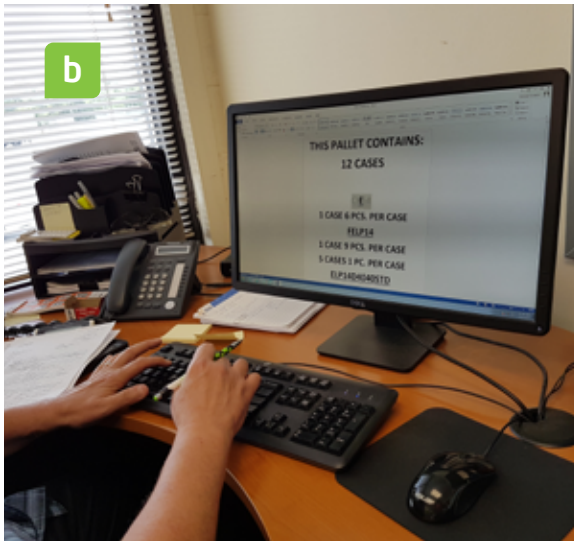
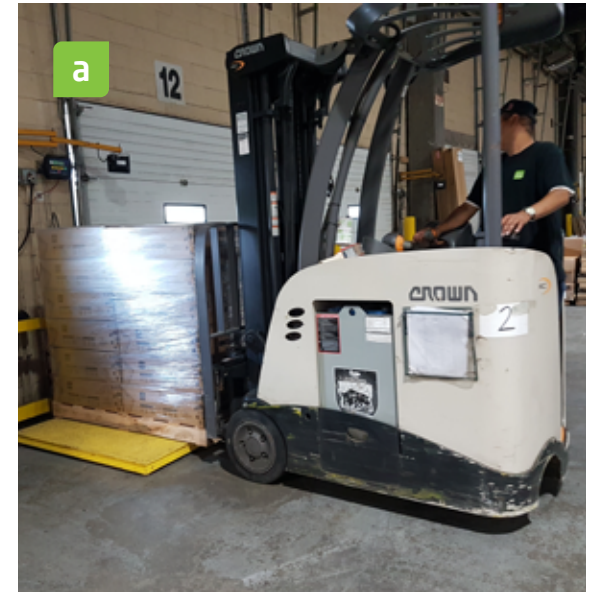
- a.** Package (FedEx/UPS) shipment is wrapped in foam and bubble wrap, boxed and brought to shipping coordinator for shipping.
- b.** Each box is weighed and measured, shipping labels are generated accordingly and attached to each box.





3.2 LARGE ORDERS. Shipped LTL

- a. The order gets weighed and measured, paperwork is brought to shipping coordinator / supervisor to rate out shipment and choose carrier.
- b. Any shipment over 1 pallet gets pallet tags specifying box quantity per item on each pallet.
- c. Wrapping stage: cardboard corners are put around the edges of the product to protect against any possible damage, palletized freight gets wrapped in stretch wrap.
- d. After the order is wrapped there is a 10" (Do not stack) white cone that is attached to the top of the pallet with ASD tape (so the carrier does not stack any freight on top of our pallets).
- e. The pallet gets sealed at the top with ASD tape which is applied from front to back and side to side).



- a. The freight is counted by the carrier when they pick it up. For LTL freight all carriers are required to count the pallet as well as the piece count to confirm that shipping quantities match the quantities on the Bill of Lading before they load the product onto their trailers, driver signs for the count.
- b. Upon delivery, the trucking company's provides delivery slip having the pallet and total piece count that is being delivered.





ATTENTION: RECEIVING PARTY

LTL freight

The receiving party is responsible for checking the number of pieces and pallets they are receiving according to the trucking company's delivery receipt. If for any reason they believe the pallet has been tampered with, they should make a corresponding note on the Bill of Lading and notify ASD within 48 hours upon products receipt.

Ground freight

Any visible shipping damage for ground (package) freight should be reported to ASD within 48 hours upon products receipt.





ASD Lighting Corporation

120 Shawmut Rd, Canton, MA 02021

- Tel: 781-739-3977
- Fax: 339-502-8970
- E-mail: info@asd-lighting.com

www.asd-lighting.com

