



LITDISTCO RECEIVING SPECIFICATIONS – QUARTERMAN, GUELPH ON
Effective March 22, 2022

ADDRESS FOR SHIPMENT:

All shipments to our facility should be addressed as follows:

LitDistCo
c/o Fraser Direct
65 Quarterman Road Unit 1
Guelph ON N1C 0A8

***IMPORTANT: DO NOT SEND SHIPMENTS TO THE FORMER (MILTON)
WAREHOUSE ADDRESS. IT IS NO LONGER USED BY LITDISTCO.***

RECEIVING HOURS:

Core Receiving Hours: Monday to Friday: 8:00am to 3:00pm EST, excluding Canadian Holidays.

A delivery appointment is **required** for deliveries of one or more pallets.

Smaller, unpalletized deliveries **do not** require an appointment.

To make an appointment, email guelphdispatch@fraserdirect.ca or call 905-877-4411 Ext. 354. The dispatch desk is staffed 7:00am to 3:30pm. Please provide the client name, and total number of skids on the load, not the number of spots they occupy on the truck. Appointments are generally next-day.

Large shipments with no appointment will be unloaded as time permits between scheduled appointments. If this is not possible, drivers may be refused and asked to make an appointment or return on a subsequent date. Drivers that are late for appointments (1 hour or more) will be unloaded as time permits or asked to re-book their appointment.

Drivers must report to driver entrance before backing into a dock door. Drivers will be provided chocks at time of arrival by dispatch. Once backed into the assigned door, drivers **MUST** chock their wheels and turn off their engines prior to being unloaded.

Collect shipments will be refused.

Drivers are not permitted on the shipping or receiving docks. A waiting area & washroom are provided.

UNLOADING

BOLs will be signed as Subject To Count.

Hand-bombing or rebuilding of skids will result in additional charges and will be reported.

Damages will be reported, with photos.

PALLET & CARTON INFORMATION:

Packing List: Every shipment must have a packing list **attached to one of the pallets, and/or an additional copy with the BOL**. Packing list must include the following:

- Publisher Name
- ISBN13(s)
- Title(s)
- Quantity(ies)

Bill of Lading (BOL): Every shipment must have a Bill of Lading provided to dispatch at time of arrival by the driver. BOLs must state the total number of pallets (and state # of CHEPs if applicable).

Cartons: Carton labeling should reflect the contents of the cartons. Do not reuse cartons from another product or item unless all conflicting labels have been removed. Cartons must be marked or labeled with book title, ISBN13, and carton quantity. Cartons labels must be facing out whenever possible.

Less-than-full cartons must be clearly marked as partial and be on the top layer of the skid.

Pallets: If wood pallets, use good wood 4-way entry pallets with 40 x 48 inch base. Follow and include a declaration regarding the pallets and pallet markings as required for cross border transport into Canada. CHEP pallets are also acceptable. Use of plastic, damaged, scrap, or low quality pallets will result in re-skidding fees.

Pallets should be built in standard pattern for receiving verification with a maximum height of 54". Reskidding fee and/or breakdown fees will apply if pallets exceed the maximum height allowed.

For customs information for cross-border loads please call 905 877-2862.