



**To:** All Vendors

**From:** Jacob Brown, Purchasing Department, Collins Machine Works

**Subj:** Shipments to Collins Machine Works (vendors only)

All concerned,

Regarding product delivery and other shipments to Collins Machine Works please note the following:

1. All shipments should be shipped Pre-Pay and Add (PP&A) and “Best-way” unless otherwise communicated by CMW personnel. Please include all freight charges on your invoice as a separate line item.
2. CMW UPS account number should not be used for shipping unless previously arranged with CMW personnel.
3. The following shipping companies are preferred:

**Small pack** – UPS

**LTL Freight** – Saia Motor Carriers & UPS Freight

**Flatbed / Truckload** – Landstar

**If your company does not have an account with preferred shipping terms with one of these companies, please ship freight “Best-way” via your preferred carrier.**

4. Oversized loads should call in advance of delivery to ensure crane service is available.

Best Regards,

Jacob Brown

Purchasing Department

Collins Machine Works