

 **ENDICOTT PRECISION INCORPORATED**

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Packaging requirements for material shipping via third-party freight to Endicott Precision, Inc.

This procedure shall be included as a part of contractual obligations for orders of materials determined by Endicott Precision, Inc. to have a high risk of damage during shipment and shall be accepted by the supplier without exceptions. All materials subject to this set of guidelines shall be packaged utilizing the following requirements as a minimum to mitigate the risk of damage during shipment.

1. Material subject to these guidelines must be skidded and:
 - a. Skid must be capable of fully protecting all material during normal conditions associated with freight shipment.
 - b. Skid must have solid sides a minimum of 3/4" thick to ensure that material cannot be damaged from superficial side impacts associated with normal freight shipments.
**see pg. 2*
 - c. Skid must have a minimum of 1/2" of cardboard under the material (1/4" fiberboard or plywood is preferred).
 - d. Skid must have a minimum of 1/2" OSB board or plywood on top of the material to ensure material cannot be damaged from superficial top impacts associated with normal freight shipments.
 - e. Skid shall be banded to ensure that material movement within the skid is minimized to mitigate the risk of damage.
 - f. All material shall be separated by paper interleaving at a minimum to ensure material is protected from material-to-material contact.
2. Alternative packaging to these requirements must be approved by Endicott Precision, Inc. prior to shipment.
3. Material received that does not meet these minimum packaging requirements or Endicott Precision-approved alternatives shall be subject to return at the supplier's cost.

*Example of acceptable skid design (top layer removed for clarity)

