



## SHIPPING AND RECEIVING POLICY

The information below is intended to inform all carriers of Chemcoaters' shipping and receiving procedures. The following rules apply to all carriers having deliveries or pickups at Chemcoaters.

All deliveries and pickups are by appointment only and require a Gate Pass –

Carriers can schedule appointments and receive a gate pass by phone at (219) 977-1929 or email at [shipping@chemcoaters.com](mailto:shipping@chemcoaters.com)

Carriers scheduling appointments must provide the following information:

- **DELIVERIES** – DELIVERY DATE / CARRIER NAME / CUSTOMER NAME
- **PICKUPS** – PICKUP DATE / CARRIER NAME / PICKUP No. *or* TAG NO.

All appointments must be scheduled by 3:00pm (CST) on the day prior to arrival. Appointments made *after* 3:00pm (CST) on the day prior to arrival will not be accepted.

Carriers arriving at Chemcoaters without a scheduled appointment will be worked in at our convenience. If the schedule does not allow for the carrier to be worked in, they will be required to schedule an appointment for the next day.

### **SHIPPING/RECEIVING HOURS:**

MONDAY – FRIDAY

6:00am – 1:00pm (CST)

### **OFFICE HOURS:**

MONDAY – FRIDAY

8:00am – 4:00pm (CST)