

THG CORPORATION

THG Corp Members are: The Hope Group, Hope Air Systems, Sorensen Systems, The Leen Company, Leen Company Bangor, Manchester Parker Store, Fitchburg Parker Store and Bosworth Fluid Connectors.

Domestic Shipment Routing Instructions - (excluding Drop Shipments)

Background: These instructions supersede and take precedence over all previous routing instructions issued. Any questions concerning these instructions should be direct via E-mail to lrobinson@thehopegroup.com

Application: These instructions apply to THG Corp suppliers inbound collect F.O.B. Origin shipments destined for THG locations throughout New England.

Implications: Sellers' failure to comply with these routing instructions will result in Seller liability for excess and/or reversal of freight charges and a \$100 administrative expense.

FREE ON BOARD (FOB) – Legal term used to designate the place at which the transfer of ownership (Title of Goods) takes place.

FOB Origin – Transfer of ownership occurs at Seller's point of loading. THG Corp is responsible for loss and/or damage. THG Corp designates carrier. Seller must ship freight collect to THG Corp.

FOB Destination – Transfer of ownership occurs at THG Corp/designated receiving dock. Seller is responsible for freight costs (must ship prepaid). Seller is responsible for loss and/or damage to goods while in transit. Seller designates carriers.

Preferred Terms – FOB Origin – Effectively utilizes negotiated corporate agreements and discounts with our carriers. Assures THG Corp to control and reduce transportation (freight) costs. Selection of safe and established carriers.

STANDARD ROUTING INSTRUCTIONS

- Shipper/Seller must reference on all freight documents, including the carrier's documents (i.e. Waybill, Bill of Lading, Airway Bill) any applicable THG Corp Purchase Order Number(s) (in reference field # 1) and applicable Purchase Order Line Item Number(s).
- Shipper/Seller must reference the appropriate (by location) THG carrier account number (if applicable). Prepay & Add shipments/charges (including handling charges & inbound freight charges) are not authorized and Seller will not be reimbursed.
- C.O.D. Shipments will not be accepted (without prior approval from traffic manager).
- Do not insure or declare value on any shipment with value less than 1,000.00.
- THG Corp items/part number(s) must appear on all packing sheets & items.
- THG Corp does not accept Third Party shipments without prior written approval from customer service manager or traffic manager.

NOTE: Any use of THG Corp shipping account numbers for shipment to Non-THG facilities will result in a charge back for all charges as well as a \$100 administrative fee.

Transportation Routing

THG Corp only accepts the following carriers

Parcel Shipments 1- 100 lbs.

UPS Collect – account number required (Contact Lee Robinson at lrobinson@thehopegroup.com)

Less than Truckload (LTL) 100 lbs. and up

R & L Carriers - no account number needed just designate collect.

NOTE – Collect shipments via any other carriers will be refused and/or charged back to Seller with a \$100 administrative fee.

The Hope Group Facilities

Please email Lee Robinson at lrobinson@thehopegroup.com regarding UPS Account #'s for the following locations:

The Hope Group, 70 Bearfoot Road, Northboro MA 01532

Hope Air Systems, 70 Bearfoot Road, Northboro MA 01532

Sorensen Systems, 70 Bearfoot Road, Northboro MA 01532

PHD Pneumatic Hydraulic, 70 Bearfoot Road, Northboro MA 01532

iPower Distribution Group, 70 Bearfoot Road, Northboro MA 01532

Leen Company Bangor, 257 Perry Road, Bangor ME 04401

Leen Company Portland, 111 Pine Tree Industrial Parkway, Portland ME 04102

Hope Group Fitchburg, 58 Crawford Street, Fitchburg MA 01420

Fitchburg Parker Store 58 Crawford Street, Fitchburg MA 01420

Hope Group Manchester, 880 Candia Road, Manchester NH 03109

Manchester Parker Store, 880 Candia Road, Manchester NH 03109

Bosworth Fluid Connectors, 215 Niantic Ave, Cranston RI 02907

NOTE – For all Less than Truckload (LTL) shipments to The Hope Group no account number is needed.

Domestic Drop Shipment Routing Instructions

- (for regular Domestic Shipping – see above)

Background: These instructions supersede and take precedence over all previous routing instructions issued. Any questions concerning these instructions should be via E-mail to jmitton@thehopegroup.com.

Application: These instructions apply to The Hope Group suppliers shipping to Hope Group customers on behalf of The Hope Group.

Implications: Sellers' failure to comply with these routing instructions will result in Seller liability for excess and/or reversal of freight charges and a \$100 administrative expense.

FREE ON BOARD (FOB) – Legal term used to designate the place at which the transfer of ownership (Title of Goods) takes place.

- **FOB Origin** – Transfer of ownership occurs at Seller's point of loading. The Hope Group is responsible for loss and/or damage. The Hope Group designates carrier. Seller must ship freight collect to The Hope Group.
- **FOB Destination** – Transfer of ownership occurs at The Hope Group/designated receiving dock. Seller is responsible for freight costs (must ship prepaid). Seller is responsible for loss and/or damage to goods while in transit. Seller designates carriers.
- **Preferred Terms** – FOB Origin – Effectively utilizes negotiated corporate agreements and discounts with our carriers. Assures The Hope Group to control and reduce transportation (freight) costs. Selection of safe and established carriers

STANDARD ROUTING INSTRUCTIONS

- Shipper/Seller must reference on all freight documents, including the carrier's documents (i.e. Waybill, Bill of Lading, Airway Bill) any applicable Customer Mark Number(s) (in reference field # 1) and applicable Purchase Order Line Item Number(s).
- Prepay & Add Drop Shipments are acceptable if stated on Purchase Order
- Collect Drop Shipments must be made via specified carrier using provided customer account numbers. Note - The Hope Group account numbers provided are not to be used for Drop Shipments.
- The Hope Group does not accept Third Party shipments without prior written approval from the traffic manager or customer service manager.
- If no account number is provided please contact the Traffic Manager via E-mail at lrobinson@thehopegroup.com prior to shipping for written instructions.
- Any deviation to shipping terms, without written authority from the Traffic Manager, will result in a reversal of all freight charges as well as a \$100 administrative fee.

***NOTE:** Any use of The Hope Group shipping account numbers for shipment to Non-Hope Group facilities will result in a charge back for all charges as well as a \$100 administrative fee.*

Last Updated January 22, 2009