



SHIPPING & RECEIVING

The purpose of this document is to provide, you the customer, a set of shipping and receiving guidelines so that all parties can effectively inspect and verify all equipment. We realize that safety and productivity are key components in the success of your business. It is imperative that any equipment shipped to or from Formtech Concrete Forms is loaded properly in an effort to reduce accidents and ensure an accurate account.

Shipping From FTCF Yard:

The FTCF office prepares an equipment order from the quantity survey posted on the approved shop drawing(s). The order shall include the following:

- Project Name & Description
- Customer name, address, jobsite phone & contact name
- Delivery dates(s)
- Equipment quantities (including summary quantities for consecutive orders and backorders)
- The truck shall be loaded as ordered, ensuring that:
 - All equipment is bundled properly
 - All equipment is in good working order
 - All equipment is counted and recorded accurately
- The FTCF yard shall prepare an accurate Shipping Report(s) and advise the FTCF office of any equipment discrepancies from original order(s)
- Prior to shipment, the Operations Manager must review all loads as follows:
 - Verify that all Barellas are bundled properly
 - Verify that all Barella counts for Beams and Post Shores
 - Take pictures of loaded truck with digital camera
 - Review Shipping Report to verify accuracy and sign report acknowledging same
- Provide copies of signed Shipping Report for driver and customer
- Forward signed Shipping Reports and digital picture files to FTCF office
- Ensure loads are under the height of 13' 6" and within weight limits

Receiving Loads from Customer:

Count all equipment on the truck and provide an accurate Receiving Report. Verify quantities shown on customer's Shipping Report

- Prior to unloading, the Equipment Supervisor must review all loads as follows:
 - Verify that all Barellas are bundled properly
 - Verify all Barella counts for Beams and Post Shores
 - Take digital pictures of the following:
 - The truck prior to unloading
 - Improperly or partially loaded Barellas
 - Damaged equipment (if any)
 - Review Receiving Report to verify accuracy and sign report acknowledging same
- Forward signed Receiving Report, customers Shipping Report and digital picture files to FTCF office. The Equipment Manager shall perform a thorough review of returned equipment within 10-working days of receiving the return load. Equipment designated as damaged shall be identified and placed in a holding area for a period of two weeks following notification to the customer.
- Return & Damage Notification shall be forwarded to the customer in a timely fashion following completion of the review.

- You, the customer, should implement a policy which verifies quantities shipped, both in-coming and out-going. In the event a discrepancy is found in equipment shipped to your jobsite, notify FTCTF immediately.
- FTCTF strongly recommends taking pictures of both sides of every load of equipment shipped or received (preferably before the straps are removed).
- Returned equipment should be stacked and banded per the enclosed Bundling Standards.
- When loading trucks to return equipment, the customer should adhere to the following shipment stacking standards:
 - **Aluminum:** Place no more than three (3) Barellas high
 - **Post Shores:** Place no more than two (2) high in any case.
- Do not place Barellas of secondary beams at the end of the trailer. The secondary beams may vibrate out of the Barellas in transit if the banding is not sufficiently tight.
- The customer should provide a completed packing list and bill of lading (manifest) for the shipment. The enclosed EQUIPMENT SHIPPING REPORT may be photo copied and used for this purpose.
- In an effort to maximize freight, FTCTF recommends using a 48' trailer with split axle. This configuration can typically accommodate a balanced load (shores & aluminum) of 46,000 lbs. subject to the truck driver's approval.
- The height of load should be no taller than 13' 6"
- FTCTF equipment will not be transferred between projects without FTCTF's prior approval. FTCTF discourages transferring equipment from job to job due to the possibility of accounting and quality control issues.

Product Code	Beam	Qty/ Barella	Shore Weight (lbs)	Total Weight w/ Barella
1204915	Secondary 1.15m	109	8.1	966.9
1206001	2' 8" Barella	1		



**4 Rows of 22 Beams
& 1 Top Row of 21**

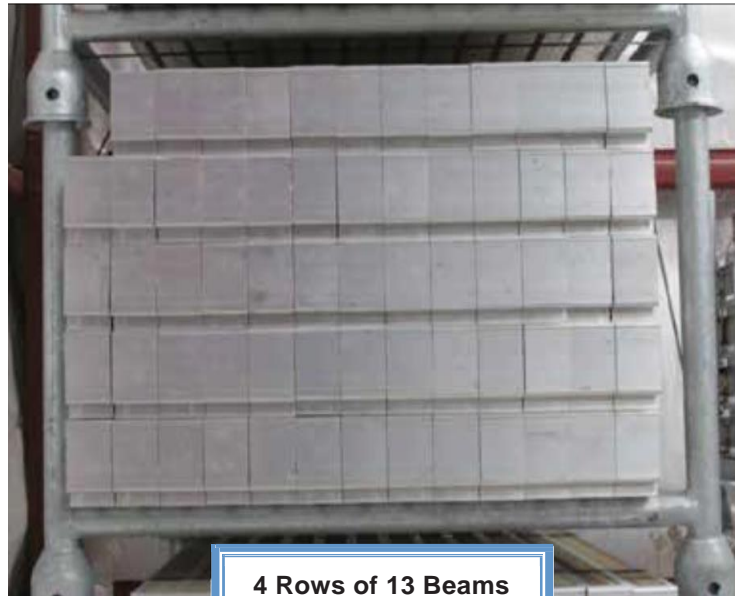


Band Beams & Barella at each end

Band Beams & Barella at each end

IMPORTANT: Band Beams ONLY at center to avoid Barella damage

Product Code	Beam	Qty/ Barella	Shore Weight (lbs)	Total Weight w/ Barella
1204921	Secondary 1.7m	64	12.0	852
1206001	2' 8" Barella	1		



4 Rows of 13 Beams
& 1 Top Row of 12



Band Beams & Barella at each end

Band Beams & Barella at each end

IMPORTANT: Band Beams ONLY at center to avoid Barella damage

Product Code	Beam	Qty/ Barella	Weight (lbs)	Total Weight w/Barella
1204904	Main 1.15m	39	18.7	814.86
1206001	Barella 2' 8"	1		



3 Rows of 13



Main Beams must be nested. This is done by alternating the beams "right-side up" and then "up-side down"

Product Code	Beam	Qty/ Barella	Weight (lbs)	Total Barella Weight
1204908	Main 1.70m	24	28.0	756
1206001	Barella 2' 8"	1		



3 Rows of 8

Main Beams must be nested. This is done by alternating the beams "right-side up" and then "up-side down"

Bundling Standards: Main Beams 3.5m

Product Code	Beam	Qty/ Barella	Weight (lbs)	Total Weight w/Barella
1204909	Main 3.5m	24	58.6	1490.4
1206001	Barella 2' 8"	1		



3 Rows of 8



Main Beams must be nested. This is done by alternating the beams "right-side up" and then "up-side down"

Product Code	Beam	Qty/Pallet	Weight (lbs)	Total Weight
1204912	Main 5.3m	45	88.81	3996.45

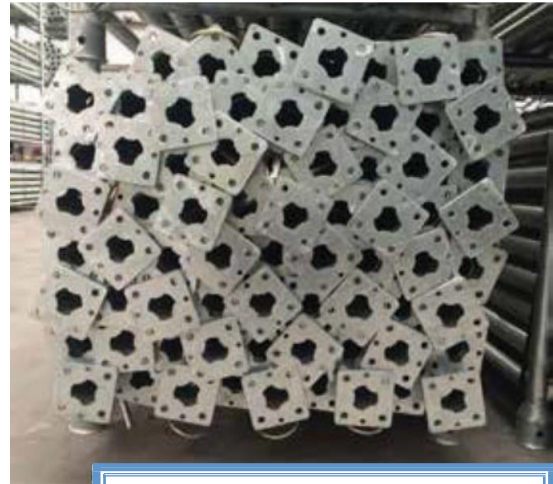


Main Beams must be nested. This is done by alternating the beams "right-side up" and then "up-side down"

Product Code	Post Shore	Barella Height	Qty/ Barella	Weight (lbs)	Total Weight w/Barella
41201205	DB300	3'5"	70	42.0	2940
41201206	DB350	3'5"	70	50.0	2433.8
41201207	DB550	2'8"	50	74.2	3793.8



5 Rows of 9 Shores &
1 Top Row of 5



7 Rows of 9 Shores &
1 Top Row of 7

Always follow bundling and banding standards to prevent equipment damage and ensure optimal handling



Band Shores & Barella at each end

Band Shores & Barella at each end

IMPORTANT: Band Shores ONLY at center to avoid Barella damage



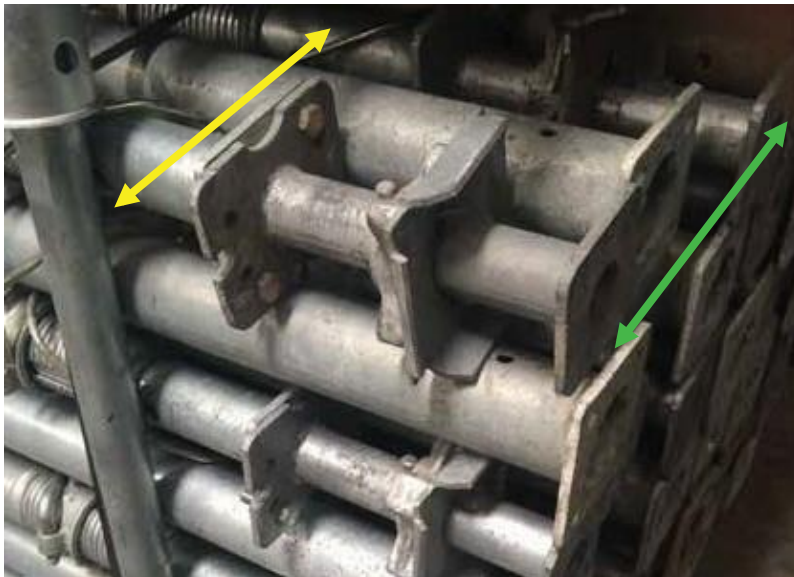
Please make sure to stack Shores lacking Dropheads, alternating so that the **Jack** is positioned behind the *neighboring Outer-Shell* of the Shore.

This is done to prevent the Jack from escaping whilst in transit!

Product Code	Post Shore w/ <u>Drophead</u>	Barella Height	Qty/ Barella	Weight w/ Drophead	Total Weight w/Barella
41201205	DB300	3'5"	56	51.9	2906.4
41201206	DB350	3'5"	56	59.9	3354.4
41201207	DB550	2'8"	40	84.1	3364



7 Rows of 8 Shores



Dropheads atop lower-base row should be turned **sideways** to allow for Bell Clearance

Post Shore/Drophead combination should be **staggered** to align with the base-end of Shores.

Bundling Standards: 2' Extensions

Product Code	Extension	Qty	Weight (lbs)	Total Weight w/ Barella
41201211	2'	140	8.5	1274
1206004	Extension Rack	1		



8 Rows of 8 & 1 Top Row of 6



Use ONLY Boarded Barellas for extensions



Band each bundle twice; one center band excluding the Barella

Product Code	Prop	Qty/ Barella	Weight (lbs)	Total Weight w/Barella
2204927	HV Standard	30	46.3	1473.1
1204948	HV Maxi	30	34.0	1102.6

4 Rows of 7 &
1 Top Row of 2



DO NOT leave Dropheads installed onto any HV Props or you will be subject to incur additional labor fees.



Band Props to Barella on ends

Band Props to Barella on ends

Band Props **ONLY** in the center to avoid Barella damage