

## ROUTING GUIDE

Greetings Supplier,

Effective immediately, we request the implementation of our attached routing guide for all shipments to Sonny's Backroom by Hydra-Flex for which we are liable for freight costs. All previous versions must be discarded.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If prepaid freight terms of any type are offered by your company, please provide terms below:

Please sign and date this cover sheet and return via email to your contact at the soonest opportunity.

Contact your primary contact if you have any questions or concerns about this guide.

Best regards,

Jessica Gerenz  
Sr. Purchasing Manager  
Direct: 952-808-3640 x23034  
Email: [jessica.gerenz@sonmysdirect.com](mailto:jessica.gerenz@sonmysdirect.com)

## Shipment Routing Guide

This routing guide is intended for use on shipments for which Sonny's Backroom by Hydra-Flex is responsible for paying freight costs.

**Small Package Service (all packages under 50 Lbs):** Federal Express Ground Service collect on Account# 806225452.

**\*\* Note: Any service faster than ground service we consider an expedite which requires prior authorization by HFI Buyer.**

**Courier Service:** On Time Delivery Same Day Service Collect. No account number required. On Time Delivery Service Phone# 952-884-4060.

**\*\* Note: Any service faster than same day service we consider an expedite which requires prior authorization by HFI Buyer. Dock truck required for all palletized loads.**

**Truckload/Less Than Truckload:** TForce Worldwide Collect (See following page for details)

|                          |   |
|--------------------------|---|
| <b>Delivery Address:</b> | Sonny's Backroom by Hydra-Flex  |
|                          | Dock 6  |
|                          | 8401 Eagle Creek Parkway  |
|                          | Savage MN 55378   |
| <b>Important Notes:</b>  | <ul style="list-style-type: none"> <li>• All cartons must be individually labeled with our Part Number, Quantity, Purchase Order Number &amp; Revision Level.</li> <li>• Maximum carton weight not to exceed 45 Lbs.</li> <li>• No Styrofoam packaging peanuts allowed.</li> <li>• On Time Delivery Window: 3 days early/0 days late.</li> <li>• Quantity Allowance: +/- 10% of original order quantity.</li> <li>• Closing Orders Short: If over 10% allowance please notify Buyer via email for approval to close order short if greater than +/- 10% allowance.</li> </ul> |

## TForce Worldwide Shipment Instructions

To schedule LTL & TL shipments email TFWW and **cc your HFI Buyer** with the information detailed below. This routing guide is intended only for use on shipments for which Sonny's Backroom by Hydra-Flex is responsible for paying freight costs.

Email: HHH Operations at [hhhops@tfwwi.com](mailto:hhhops@tfwwi.com)

When all details are received TForce will route the shipment and send you a Bill of Lading (BOL) to be used. **\*\* Note: Do not send or use your own Bill of Lading (BOL) with shipment.**

### Required shipment information:

- **Shipper's Information**
  - Company Name
  - Shipment origin address
  - Primary Contact Name
  - Primary Contact Phone Number
  - Primary Contact E-mail
  - Ready Date and time
  - Close time and dock hours
  
- **Delivery Information**
  - Ship To Address (specify Dock #6 if shipping to Sonny's Backroom by HFI.)
  - Sonny's Backroom by HFI PO#(s)
  
- **Product Information**
  - Number of handling units (pallets, crates, etc.)
  - Total Shipment Weight
  - Length x Width x Height Unit dimensions for each unit
  - Product description
  - Freight class
  - NMFC#
  
- **Special Instructions (if applicable)**

For additional support contact your HFI Buyer or call TForce Worldwide at ph# 800-806-3515.