



October 5, 2018

## LOGIFLEX'S NEW SHIPPING PROCEDURES

Due to changes in the shipping industry, effective immediately, Logiflex will only deliver your furniture to an authorized warehouse.

1. **The warehouse;**

- Must accept 53' transport trucks;
- Must have loading and unloading docks;
- Must have forklifts and/or proper offloading equipment;
- Must be open during the normal business hours (8am – 5pm).

2. **Full load drop ship to End user;**

- Must be arranged and approved by our office prior to shipment.

3. **Load re-routing (change of shipping address);**

- Will not be permitted once the order is ready and scheduled for shipment – please contact your account manager if this situation occurs.

**\*\*\* For cost effectiveness and to avoid shipping delays, it is always recommended to consolidate orders to ship together at one specific location. \*\*\***

If you have any questions or comments, please contact your account manager at 1-877-864-9323.

Best regards,

The Logiflex Team