

A. Definitions

- a) **SRI** - Safe Reflections, Inc.
- b) **Incoming Material** - Material or garments sent to SRI for value addition.
- c) **Acceptable Pallet** - Industry standard sizes: 44" x 44", 44" x 45", 42" x 48"
- d) **Exterior Container** - A large container (plastic bin or wooden crate) with multiple boxes, packages, bundles or grouped items within used for shipping
- e) **Container** - A box (typical) or packing containing goods or materials
- f) **Bulk** - Contents within are not wrapped, banded, bagged or bundled in an individual manner
- g) **Layer** - The height of one box or container, not set upon one another

B. Pallet Use

- a) On an acceptable pallet, containers of product must be palletized if one or more of the following apply:
 - i) More than **10** containers/boxes in the shipment.
 - ii) A quantity of containers/boxes (in a layer) comprises an area equal to or exceeding the flat shipping area on an acceptable pallet.
 - iii) Any container/box in the shipment weights more than **45 lbs (20.4 kg)**.
- b) A pallet (stacked with containers/boxes) must be less than **7 feet (2.1 m)** in total height (measured from the floor).
- c) A pallet must be shrink wrapped (preferred) or banded if one or more of the following apply:
 - i) Pallet containers/boxes are stacked more than one layer high.
 - ii) Pallet shipment is comprised of multiple sized containers/boxes.
 - iii) Pallet containers/boxes are unevenly distributed.
 - iv) Pallet shipment may be unstable due to shifting of contents during transport.
- d) A shrink-wrapped pallet should contain a "Pallet Contents" sticker or placard on the outside of the wrap or visible to the receiving person. The sticker or placard should include the purchase order number (PO) and describe the contents effectively (# of boxes, sizes, etc.)
- e) A pallet must not be broken, damaged, or have protruded or exposed nails.
- f) All pallets must be capable of transport via hand-operated pallet jack and must not exceed **3000 lbs. (1360 kg)** in gross weight.
- g) A complete packing slip must accompany all shipments. Size, color, quantity must be on the pack slip.
- h) Pallet containers/boxes should always be oriented as to visibly display their content tags or stamping. This will ease receiving certification and material handling. The purchase order number (PO) should also be referenced on the boxes.
- i) All containers/boxes on pallets must be closed and sealed properly on the top and bottom. Non-factory sealed boxes should have security tape to protect the contents from theft.
- j) Pallets received at our facilities become the property of SRI for use in the return of value added goods, unless other agreements have been made in writing. Broken pallets received at SRI will be subject to additional billing cost for the order.

C. Containers/Boxes

- a) Containers or boxes should be lined in plastic or the bulk quantity of garments placed in a single bag. This is the preferred method.
- b) If the final garment (value added by SRI) requires an individual bag for shipment inside of a container/box, then the necessary quantity of matching bags to garments should be shipped within the container or box. This is the preferred method.
- c) SRI will not be responsible for any damaged boxes received at our facilities.
- d) Final individual garment bags may be shipped in bulk in a separate container/box, provided that the bags are of the same markings and size (e.g. 999XL) within the container (no mixing of bag styles or markings). The final garment bags must be in sufficient quantity and type to cover all of the garments needed in the order.
- e) For those shipments received where garments are in individual bags, the bag will be used for final shipment by customer request. It is preferred to have garments shipped from SRI in bulk quantities in a lined container/box or single bag within a container/box.
- f) Boxes should contain consistent quantities of a given size and style whenever possible. Mixing of sizes and/or styles within a box should be avoided.

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D. SRI Policy on Non-conformance

- a) In order to provide the most timely, cost effective and quality services, it is the policy of SRI to forward this specification to all customers and vendors that ship garments to our facilities for value addition. Any changes or revisions to this document will be forwarded to all customers or vendors in advance of their applicable date.
- b) It is the intention of SRI to communicate our expectations of incoming garments (per this specification) with all customers and vendors when a quotation is given or an order is placed (prior to receipt of goods). This specification should be sent as an attachment to a quotation.
- c) In the course of business, SRI acknowledges that customers or vendors may need to request or negotiate permanent or temporary deviations, exceptions, or alternatives to this specification. SRI will make every "good faith" effort to accommodate these requests, provided that the request does not significantly disrupt the process or add any undue labor or material costs to the methods employed by SRI in receiving, handling, or shipping value added goods. All requests must be in writing to SRI.
- d) SRI will communicate any additional incurred costs that may be billed to an order due to any requested temporary or permanent deviation from this specification. The additional costs will be itemized and shown on an amended quotation.
- e) A customer or vendor will be considered non-compliant if the company does not or is not complying with any part this specification and/or any agreed upon written deviations to this specification. SRI will detail the non-conformance and notify the non-compliant customer or vendor immediately.
- f) SRI reserves the right to bill for any incurred expenses due to any non-compliance of this specification.
- g) SRI expects all non-compliances to this specification to be resolved in a timely fashion to the mutual satisfaction of all parties. Continued non-compliance may result in permanent changes in job costing structure.