



WEBB WHEEL PRODUCTS, INC.

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SERVICE BULLETIN (No. 33)

This bulletin is issued to restate and update our procedures covering the return of pallets and spacers for credit.

These procedures, which are as follows, are intended to simplify the return of these items and reduce unnecessary communications and expenses for all involved.

1. Before returning pallets/spacers, you must first obtain a Return Authorization Number. This number can be obtained by contacting our Return Goods clerk at our Cullman office by phone or fax.

NOTE: The Return Authorization Number must be shown on all paperwork covering the return. A \$25.00 handling charge will be deducted from any credit due on shipments received without bill-of-ladings and/or packing list.

2. The pallets/spacers must be sorted and banded. Please do not mix pallets/spacers received from other suppliers with Webb pallets/spacers. We will not give credit on non-Webb pallets/spacers. For clarification, Webb pallets/spacers part numbers 24042 and 24020 respectively are 40" x 40" in size.

Non-Webb pallets/spacers received will be returned to you freight collect or scrapped at your option.

NOTE: A charge of \$35.00 per hour for sorting of pallets/spacers not received as requested will be deducted from any credit due as a result of the return.

3. Pallets/spacers will be credited as invoiced if returned in a usable condition.
4. As Webb does not accept collect shipments, all pallets/spacers must be returned via prepaid freight. Any collect freight shipments will be rejected by our Receiving Department.

Please see that this bulletin is forwarded to the necessary personnel within your company. If additional copies are needed, please let us know. Your compliance with the above procedures will be appreciated.