

## SHIPPING INSTRUCTIONS

### How to Pack a Box



*Audio Cassettes (56 max.)*



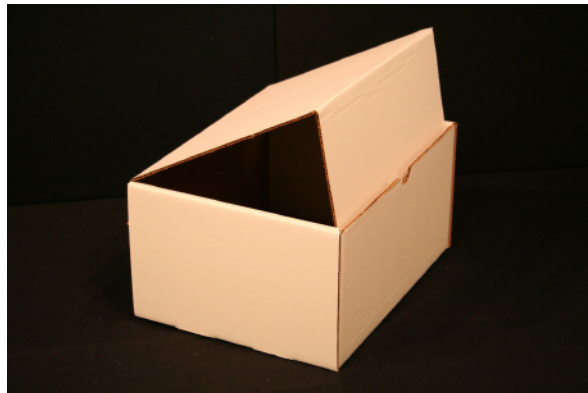
*3/4" Umatic (4 max.)*



*VHS (8 max.)*

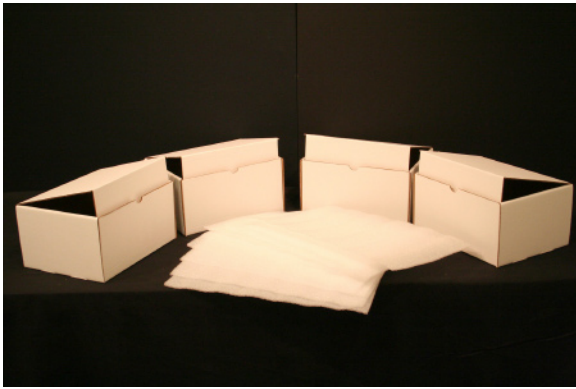


*Digital Betacam (4 max.)*

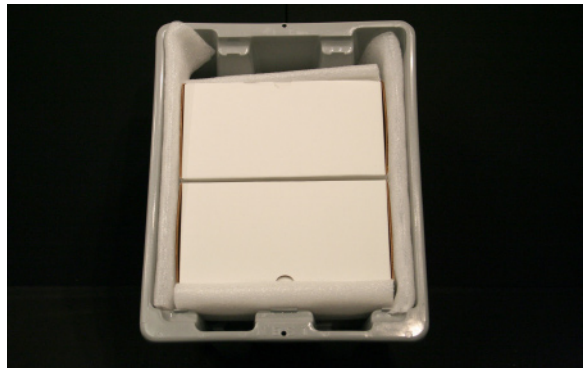


## SHIPPING INSTRUCTIONS

### How to Pack Large Totes



### How to Pack Medium Totes



## SHIPPING INSTRUCTIONS



Medium totes arranged on pallet.

Medium totes are stacked four high with six totes to a row. Place packing list inside first tote. Plastic pallets get placed one on bottom and one on top to stabilize shipment. *Please DO NOT throw away plastic pallets.*

- Bottom row should be totes: 22-23-24  
19-20-21
- Second row from bottom should be totes: 16-17-18  
13-14-15
- Third row from bottom should be totes: 10-11-12  
7- 8- 9
- Top row should be totes: 4- 5- 6  
1- 2- 3
- Strapping goes around all sides. Make sure ship to address on sides of pallet are correct. Flip address sheet for correct address.

**NOTE: LARGE TOTES ARE STACKED FOUR TOTES IN A ROW, FOUR ROWS HIGH AND 16 TOTES TOTAL ON A PALLET.**

### TOTES ON PALLETS

#### Filling out bill of lading through the website and requesting pick up.

Go to [www.roadway.com](http://www.roadway.com) or [www.pittohio.com](http://www.pittohio.com) or shipper of your choice and follow instructions.

- 1) Go To Forms Library
- 2) Go To Straight Bill of Lading – short Form –
- 3) Fill out Shipper Information ( name and address).
- 4) Fill out consignee information.
- 5) Skip Invoice information .
- 6) Number of items shipped .
- 7) Kind of Pkg. (pallets).
- 8) Skip H/M.
- 9) Description - ex. Video tape, audio tape, film, etc.
- 10) Skip HMFC.
- 11) Class 65.
- 12) Weight (put 500 lbs. if no scale available to weight pallets).
- 13) Freight Charges – Collect.
- 14) Create Freight Document.( 2 copies – one for shipper and one for your files)

*continued on next page*

## SHIPPING INSTRUCTIONS

### TOTES ON PALLETS (continued)

*Go back to home page:*

- 1) Go To Pickup request.
- 2) Fill out contact information.
- 3) Fill out Pickup information.
- 4) Check "NO" for hazardous materials.
- 5) Check Collect for payment terms.
- 6) Submit.
- 7) Roadway/Pitt Ohio or shipper will confirm pickup request and give the terminal of who will be picking up shipment.
- 8) NEVER RELEASE SHIPMENT WITHOUT A PRO NUMBER ATTACHED OR PRINTED TO BOTH COPIES OF THE BILL OF LADING.

Any questions contact the terminal or call Kathy Link: 800-416-2665 or [link@ptlp.com](mailto:link@ptlp.com).

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### TOTES NOT ON PALLETS

#### Instructions for Shipping UPS or Fedex Ground Freight Collect or Other 3rd Party

1. The MediaPreserve supplies packing procedures for the media in the totes.
2. Locks are provided and required for shipping the totes.
3. Please print out shipping labels "freight collect" using our account number.  
Our UPS/FedEx account number will be provided upon request. Call Kathy 1-800-416-2665
4. Please DO NOT stick the shipping labels on top of the totes. Tear labels apart and place inside the smaller clear plastic sleeve on top of the totes.
5. Please place the packing list inside the lowest numbered tote so it can be retrieved upon arrival. Any paperwork for return shipment will also be placed in lowest numbered tote for your easy retrieval.
6. Email Kathy at [link@ptlp.com](mailto:link@ptlp.com) with a count of totes shipped and total item count when shipment is sent.  
Or call 1-800-416-2665 ask for Kathy.