



IMS RECEIVING REQUIREMENTS

Receiving Dock hours – 8:00am to 3:00pm, Monday - Friday

For receipt of product into the IMS warehouse we request the following:

- Consistent quantities per carton with only one carton marked partial, per item.
- Partial cartons should be on the top of the pallet. (If applicable)
- Carton weight not to exceed 35 lbs.
- Each carton must be clearly labeled with the following information:

IMS Customer's Name

Customer item number(s)

Quantity per carton

Date

Description of carton contents / Title of specific project(s)

- All pallets should be 40"x 48" with entry on the 40" side. (If applicable)
- All pallets must be securely wrapped with no product hanging over the pallets. (If applicable)
- Pallet height is not to exceed 58" high. (If applicable)
- Each shipment should have a packing slip attached to each carton or pallet containing the following information:

IMS Customer's Name

Customer assigned IMS CSR's name

Customer item number(s)

Description of carton contents / Title of specific project(s)

Total number of cartons per individual item / Title of specific project

For receipt of product electronically we request the following:

- Each file must be clearly labeled with the following information:

IMS Customer's Name

Customer item number & Title of specific project

Description of file content

Contact name and contact phone number