



## Shipping Instructions for Customers Requesting a Blind Shipment (Shipment Coordination)

1. It is up to you to instruct the shipping location to fill out a bill of lading per instructions below and give the bill of lading to our driver at time of pickup.
  - Shipper: Shipping location's Name and Address
  - Consignee: The name of the Shipper c/o New Penn at the origin terminal address. **(This is necessary to prevent the shipment from moving from the origin terminal with incorrect shipper or consignee information.)**
  - Freight charges must be Prepaid and paid by the Requestor.
2. Please e-mail a coversheet with the completed Blind Shipment Request Form, along with a completed bill of lading to your contact at Customer Service. **This bill of lading should show the ultimate consignee name and address along with shipper name and address to be listed on delivery documents.** Please include the payment terms for the shipment coordination fee (see note 3 below). This fee will be billed to the requestor if no specific billing instructions are given.

*Note:* We are unable to alter the consignee name or address. True Consignee name and address will show on all New Penn shipping documents.

Contact Information:

Email (preferred): [pickups@newpenn.com](mailto:pickups@newpenn.com) for their e-mail for forwarding your documents.

3. A **\$134.00** shipment coordination fee will be assessed on each blind shipment.

*Note:* Additional accessorials, such as re-labeling, will be assessed to the paying party.

New Penn will make a diligent effort to honor your request, but is not responsible if the request is not affected.

**Shipment Coordination is not available for Time Critical (In or Out of network).**

If you have questions regarding this procedure, please call a Customer Service Specialist at (800)285-5000 for more information.

Thank you for choosing New Penn for your transportation needs.



Visit us on the web at [newpenn.com](http://newpenn.com) for additional information.

**NEW PENN BLIND SHIPMENT REQUEST FORM (SHCO)**

**Fax this form along with a completed Bill of Lading (BOL) as outlined in Shipping Instructions on page 1. The information on your completed BOL will be visible on all Shipment Documents.**

<p><b>1. Where is the Pick-Up to be made (Shipped From)</b></p> <p>Name: _____</p> <p>Addr: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Contact Person: _____</p> <p>Phone: _____ ext _____</p> <p>Ready Time: _____ Close Time: _____</p>	<p><b>2. On shipment documents show Shipper as:</b></p> <p>Name: _____</p> <p>Addr: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>
<p><b>3. Consignee Name and Address for Delivery:</b> <i>(True Name &amp; Address must be listed.)</i></p> <p>Name: _____</p> <p>Addr: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>	<p><b>4. Invoice: 3<sup>rd</sup> Party must have an account in good standing with New Penn &amp; <u>must be the party requesting the blind shipment.</u></b></p> <p>Name: _____</p> <p>Addr: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p><b>***FREIGHT TERMS ARE ALWAYS <u>PPD</u>: PPD</b></p>
<p><b>5. Please provide the following information about what is being shipped:</b></p> <p>Handling Units : _____ WT: _____ Description: _____</p> <p>NMFC#: _____ Class: _____</p> <p>Dimensions: Length: FT __ IN __ Width: FT __ IN __ Height: FT __ IN __</p> <p>Handling Units : _____ WT: _____ Description: _____</p> <p>NMFC#: _____ Class: _____</p> <p>Dimensions: Length: FT __ IN __ Width: FT __ IN __ Height: FT __ IN __</p> <p>Handling Units : _____ WT: _____ Description: _____</p> <p>NMFC#: _____ Class: _____</p>	

<b>Dimensions: Length: FT __ IN __ Width: FT __ IN __ Height: FT __ IN __</b> <b>If you are shipping <i>Hazardous Material</i> – Your Bill of Lading <u>must</u> be completed according to Government standards with proper description &amp; 24 hour emergency response number.</b>	
<b>6. Quote # if applicable:</b> _____  <b>Quote must be shown on Bill of Lading.</b>	<b>7. Special Instructions:</b> _____ _____ _____ _____
<b>8. Your Name &amp; Phone #:</b>	

***Thank you for shipping with New Penn.***