

## ADC CONSUMER DELIVERY PROCEDURE

- I. ADC does not serve as a long term storage warehouse for dealer consumer delivery orders.
  - a) Orders will be shipped no later than TWO WEEKS from when the order is placed, or if backordered, two weeks from when the goods become available at ADC.
  - b) Orders will be shipped on the ship date specified in DOE, LBO or LSET; "TBA" ship-dates will ship immediately. It is dealer's responsibility to change the dates Of backordered items when they become available so they can ship together on the desired date. C
  - c) Consumer Delivery orders will have the same 7:00pm cutoff time as regular orders for next-day delivery. Ship date changes and cancellations will be accepted on ADC's computer via LSET and LCAN up until 5pm of the night before delivery. ADC will not be able to implement any changes or cancellations after 5pm.
- II. ADC does not handle Billing for Consumer Deliveries.
  - a) Any requests for proof-of-delivery or other documentation will need to be addressed to the carrier directly.
  - b) ADC does not accept invoices from carriers for services rendered to dealers. Please contact carriers to make your own payment arrangements. (Contact info. listed below)
- III. ADC does not provide copies of consumer delivery manifests to dealers. Manifests are sent to dealers via putty email, containing your orders, models, ADC line numbers and manufacturer's serial numbers scanned (if any) that are contained in the shipment to the carrier. All other documentation will need to be obtained from the carrier directly.

Stella Trucking: (973) 395 0900 Fax# (973) 395 5682

Home Delivery America (HDA): (609) 235 4200 Fax# (609) 395 6855