

## Packing Guidelines for shipping to KB Cores.

1. You must submit your manifest to [corepurchasing@kbcores.com](mailto:corepurchasing@kbcores.com) ,to receive your load ID.
2. Manifest must be sent as an excel spreadsheet, PDF's can NOT be uploaded. Please include (300-) or (400-) before your Hollander number Example: 300-55678 or 400-4526
3. Pallet weights and dimensions must be submitted via email to [corepurchasing@kbcores.com](mailto:corepurchasing@kbcores.com) you can submit with your manifest.
4. All boxes must be labeled with load ID and yard name/location. Please refer to the template. The label needs to be on at least 2 sides of the box.
5. All boxes must be banded and contents secured to the pallet.
6. All boxes/pallets must be on a standard 48x40 pallet
7. All cores need to be drained of all oil.

If you have any questions, please contact Matt Ruotsi [mruotsi@kbcores.com](mailto:mruotsi@kbcores.com) or call me on my cell at 708-243-0025

